2017 – 2018 Catalog

Beaufort County Community College

Volume 38

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Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, diplomas and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 252.946.6194 for questions about the accreditation of Davidson County Community College.

Agribusiness Technology

Pathway Description: These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Number of credit hours required for this program: 64

General Education Requirements

ENGLISH
Take 3 credits from **ENG-111**.

ENGLISH REQUIRED
Take 3 credits from **ENG-112** **ENG-113** **ENG-114**.

HUMANITIES/FINE ARTS
Take 3 credits from **ART-111** **ART-114** **ART-115** **DRA-111** **ENG-131** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MUS-110** **MUS-112** **MUS-210** **PHI-215** **PHI-240** **REL-110** **REL-211** **REL-212**.

SOCIAL/BEHAVIORAL SCIENCES
Take 3 credits from **ANT-210** **ANT-221** **ECO-151** **ECO-251** **ECO-252** **GEO-111** **HIS-111** **HIS-112** **HIS-115** **HIS-131** **HIS-132** **POL-110** **POL-120** **POL-220** **PSY-150** **PSY-239** **PSY-241** **PSY-281** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240**.

MATHEMATICS
Take 3 credits from **MAT-110** **MAT-143** **MAT-171**.

Major Requirements

REQUIRED COURSES
Take all of the following **AGR-139** **AGR-170** **AGR-214** **ANS-110**.

OTHER REQUIRED COURSES
Take 16 credits from **AGR-140** **AGR-150** **AGR-160** **AGR-212** **AGR-213** **WBL-111**.

Other Major Requirements

OTHER REQUIRED COURSES
Take 15 credits from **ACC-120** **AGR-111** **AGR-261** **BUS-110** **BUS-137** **WLD-115** **WLD-121**.

ECONOMICS
Take 3 credits from **AGR-110** **ECO-151**.

COMPUTERS
Take 2 credits from **CIS-110** **CIS-111**.

STUDENT SUCCESS
Take 1 credits from **ACA-111** **ACA-118** **ACA-122**.

Agribusiness Technology-Agricultural Applications Cert.

Pathway Description: These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 6 credits from **AGR-139** **AGR-170**.

Other Required Courses
Take 6 credits from **AGR-150** **AGR-160**.

Agribusiness Technology-Agricultural Welding Certificate

Pathway Description: These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles

of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agribusiness Technology: A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Number of credit hours required for this program: 17

Major Requirements

REQUIRED COURSES
Take 6 credits from **AGR-212** **AGR-213**.

Other Major Requirements

REQUIRED COURSES
Take 11 credits from **AGR-111** **WLD-115** **WLD-121**.

Assoc Gen Ed - Pre-Associate Degree Nursing

Please see your advisor for details about this program of study.

Number of credit hours required for this program: 65

General Education Requirements

English
Take all of the following **ENG-111**.

2nd English
Take 3 credits from **ENG-112** **ENG-114**.

Hum/Fine Arts
Take 3 credits from **ART-111** **ART-114** **ART-115** **HUM-115** **MUS-110** **MUS-112** **PHI-215** **PHI-240**.

Social/Behavior
Take all of the following **PSY-150**.

Nat Science/Math
Take all of the following **CIS-110**.

Major Requirements

Major Requirements
Take 49 credits from **ART-114** **ART-115** **BIO-155** **BIO-168** **BIO-169** **BIO-175** **BIO-275** **CHM-115** **CHM-151** **CHM-152** **COM-231** **ECO-251** **ECO-252** **ENG-231** **ENG-232** **HEA-110** **HIS-111** **HIS-112** **HIS-131** **HIS-132** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MAT-143** **MAT-152** **MAT-171** **MUS-110** **MUS-112** **NUR-111** **NUR-112** **NUR-113** **NUR-114** **NUR-211** **NUR-212** **NUR-213** **PED-110** **PED-111** **PED-113** **PED-118** **PED-125** **PED-128** **PED-130** **PED-131** **PED-137** **PED-138** **PED-143** **PED-144** **PED-145** **PED-147** **PED-148** **PED-152** **PED-153** **PED-154** **PED-155** **PED-181** **PED-187** **PED-219** **PED-260** **POL-120** **POL-120** **PSY-241** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240**.

Other Requirements

Student Success
Take all of the following **ACA-122**.

Assoc Gen Ed - Pre-Licensed Practical Nursing

Please see your advisor for details about this program of study.

Number of credit hours required for this program: 65

General Education Requirements

English
Take all of the following **ENG-111**.

2nd English
Take 3 credits from **ENG-112** **ENG-114**.

Hum/Fine Arts
Take 3 credits from **ART-111** **ART-114** **ART-115** **HUM-115** **MUS-110** **MUS-112** **PHI-215** **PHI-240**.

Social/Behavior
Take all of the following **PSY-150**.

Nat Science/Math
Take 3 credits from **MAT-110** **MAT-143**.

Major Requirements

Major Requirements
Take 49 credits from **ART-111** **ART-114** **ART-115** **BIO-155** **BIO-163** **BIO-168** **BIO-169** **BIO-175** **BIO-275** **CHM-115** **CHM-151** **CHM-152** **CIS-110** **CIS-111** **COM-231** **ECO-251** **ECO-252** **ENG-231** **ENG-232** **HEA-110** **HIS-111** **HIS-112** **HIS-131** **HIS-132** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MAT-143** **MAT-171** **MAT-152** **MUS-110** **MUS-112** **NUR-101** **NUR-102** **NUR-102** **NUR-103** **PED-110** **PED-111** **PED-113** **PED-118** **PED-125** **PED-128** **PED-130** **PED-131** **PED-137** **PED-138** **PED-143** **PED-144** **PED-145** **PED-147** **PED-148** **PED-152** **PED-153** **PED-154** **PED-155** **PED-181** **PED-187** **PED-219** **PED-260** **POL-120** **PSY-110** **PSY-241** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240**.

Other Requirements

Student Success
Take 1 credits from **ACA-111** **ACA-115** **ACA-118** **ACA-122**.

Assoc Gen Ed - Pre-Medical Laboratory Technology

Please see your advisor for details about this program of study.

Number of credit hours required for this program: 65

General Education Requirements

English
Take all of the following **ENG-111**.

2nd English
Take 3 credits from **ENG-112** **ENG-114**.

Hum/Fine Arts
Take 3 credits from **ART-111** **ART-114** **ART-115** **COM-231** **DRA-111** **ENG-131** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **FRE-111** **FRE-112** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MUS-110** **MUS-112** **MUS-210** **PHI-215** **PHI-240** **REL-110** **REL-211** **REL-212**.

Social/Behavioral
Take 3 credits from **PSY-150**.

Nat Science/Math
Take 3 credits from **MAT-143** **MAT-152** **MAT-171**.

Major Requirements

Major Requirements
Take 49 credits from **ANT-210** **ANT-221** **ART-111** **ART-114** **ART-115** **BIO-111** **BIO-163** **BIO-168** **BIO-169** **BIO-175** **BIO-275** **CHM-115** **CHM-151** **CHM-152** **CIS-110** **CIS-111** **COM-231** **DRA-111** **ECO-151** **ECO-251** **ECO-252** **ENG-131** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **FRE-111** **FRE-112** **GEO-111** **HEA-110** **HIS-111** **HIS-112** **HIS-115** **HIS-131** **HIS-132** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MAT-143** **MAT-152** **MAT-171** **MLT-110** **MLT-111** **MLT-120** **MLT-125** **MLT-130** **MLT-140** **MLT-215** **MLT-240** **MLT-271** **MLT-283** **MUS-110** **MUS-112** **MUS-210** **PED-111** **PED-113** **PED-117** **PED-118** **PED-125** **PED-128** **PED-130** **PED-131** **PED-137** **PED-138** **PED-143** **PED-144** **PED-145** **PED-147** **PED-148** **PED-152** **PED-153** **PED-154** **PED-155** **PED-181** **PED-187** **PED-219** **PHI-215** **PHI-240** **POL-110** **POL-120** **POL-220** **PSY-239** **PSY-241** **PSY-281** **REL-110** **REL-211** **REL-212** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240**.

Other Requirements

Student Success
Take 1 credits from **ACA-111** **ACA-115** **ACA-118** **ACA-122**.

Assoc Gen Ed - Regionally Increasing Baccalaureate Nurses

The mission of Regionally Increasing Baccalaureate Nurses is to improve the health and health outcomes of North Carolinians by enhancing the educational preparation and diversity of the nursing workforce. The program provides a four-year nursing option that concurrently enrolls students in a Community College and a University - where they complete both their Associate Degree in Nursing and Bachelor's Degree in Nursing.

Number of credit hours required for this program: 64

General Education Requirements

English
Take all of the following **ENG-111**.

2nd English
Take 3 credits from **ENG-112** **ENG-114**.

Hum/Fine Arts
Take 3 credits from **ART-111** **ART-114** **ART-115** **HUM-115** **MUS-110** **MUS-112** **PHI-215** **PHI-240**.

Social/Behavioral
Take 3 credits from **PSY-150**.

Nat Science/Math
Take 3 credits from **CIS-110**.

Major Requirements

Major Requirements
Take 49 credits from **ANT-210** **ANT-221** **ART-111** **ART-114** **ART-115** **BIO-155** **BIO-168** **BIO-169** **BIO-175** **BIO-275** **CHM-115** **CHM-151** **CHM-152** **COM-231** **DRA-111** **ECO-151** **ECO-251** **ECO-252** **ENG-131** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **FRE-111** **FRE-112** **GEO-111** **HEA-110** **HIS-111** **HIS-112** **HIS-115** **HIS-131** **HIS-132** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MAT-143** **MAT-152** **MAT-171** **MUS-110** **MUS-112** **MUS-210** **NUR-111** **NUR-112** **NUR-113** **NUR-114** **NUR-211** **NUR-212** **NUR-213** **PED-110** **PED-111** **PHI-215** **PHI-240** **POL-110** **POL-120** **POL-220** **PSY-239** **PSY-241** **PSY-281** **REL-110** **REL-211** **REL-212** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240**.

Associate Degree Nursing

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Number of credit hours required for this program: 69

General Education Requirements

Required English
Take 3 credits from **ENG-112** **ENG-114**.

English
Take 3 credits from **ENG-111**.

Psychology
Take 3 credits from **PSY-150**.

Humanities/Fine Arts
Take 3 credits from **ART-111** **ART-114** **ART-115** **HUM-115** **MUS-110** **MUS-112** **PHI-215** **PHI-240**.

Biology
Take 4 credits from **BIO-168**.

Major Requirements

Required Courses
Take 43 credits from **NUR-111** **NUR-112** **NUR-113** **NUR-114** **NUR-211** **NUR-212** **NUR-213**.

Other Major Requirements

Other Required Courses
Take 7 credits from **BIO-169** **PSY-241**.

Computers
Take 3 credits from **CIS-110**.

Associate in Arts

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Number of credit hours required for this program: 60

General Education Requirements

English Composition
Take 6 credits from **ENG-111** **ENG-112**.

Humanities/Fine Arts/Co
Take 9 credits from **ART-111** **ART-114** **ART-115** **COM-231** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **MUS-110** **MUS-112** **PHI-215** **PHI-240**. Minimum 2 subjects.

Social/Behavioral Sciences
Take 9 credits from **ECO-251** **ECO-252** **HIS-111** **HIS-112** **HIS-131** **HIS-132** **POL-120** **PSY-150** **SOC-210**. Minimum 2 subjects.

Math
Take 1 of the following **MAT-143** **MAT-152** **MAT-171**. Minimum 3 credits.

Natural Sciences
Take 1 group.
Take 4 credits from **AST-111** **AST-111A**.
Take 4 credits from **AST-151** **AST-151A**.
Take 4 credits from **BIO-110**.
Take 4 credits from **BIO-111**.
Take 4 credits from **CHM-151**.
Take 4 credits from **GEL-111**.
Take 4 credits from **PHY-110** **PHY-110A**.

Additional Required Course
Take 14 credits from **ANT-210** **ANT-221** **ART-111** **ART-114** **ART-115** **AST-111** **AST-111A** **AST-151** **AST-151A** **AST-152** **AST-152A** **BIO-110** **BIO-111** **BIO-112** **BIO-120** **BIO-130** **BIO-140** **BIO-140A** **CHM-131** **CHM-131A** **CHM-132** **CHM-151** **CHM-152** **CIS-110** **CIS-115** **COM-231** **DRA-111** **ECO-151** **ECO-251** **ECO-252** **ENG-113** **ENG-114** **ENG-131** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **FRE-111** **FRE-112** **GEL-111** **GEO-111** **HIS-111** **HIS-112** **HIS-115** **HIS-131** **HIS-132** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MAT-143** **MAT-152** **MAT-171** **MAT-172** **MAT-263** **MAT-271** **MAT-272** **MAT-273** **MUS-110** **MUS-112** **MUS-210** **PHI-215** **PHI-240** **PHY-110** **PHY-110A** **PHY-151** **PHY-152** **POL-110** **POL-120** **POL-220** **PSY-150** **PSY-239** **PSY-241** **PSY-281** **REL-110** **REL-211** **REL-212** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240** **SPA-111** **SPA-112** **SPA-211** **SPA-212**.

Other Requirements

Required Courses
Take all of the following **ACA-122**.

Electives
Take 14 credits from **ACC-120** **ACC-121** **ANT-210** **ANT-221** **ART-111** **ART-114** **ART-115** **ART-118** **ART-121** **AST-111** **AST-111A** **AST-151** **AST-151A** **AST-152** **AST-152A** **BIO-110** **BIO-111** **BIO-112** **BIO-120** **BIO-130** **BIO-140** **BIO-140A** **BIO-146** **BIO-155** **BIO-163** **BIO-165** **BIO-166** **BIO-168** **BIO-169** **BIO-175** **BIO-243** **BIO-250** **BIO-271** **BIO-275** **BUS-110** **BUS-115** **BUS-137**

CHM-115 CHM-131 CHM-131A CHM-132 CHM-151 CHM-152 CIS-110 CIS-115 CJC-111 CJC-121 CJC-141 COM-231 CSC-134 CSC-139 CSC-151 CSC-239 DRA-111 DRA-130 ECO-151 ECO-251 ECO-252 ENG-113 ENG-114 ENG-125 ENG-131 ENG-132 ENG-231 ENG-232 ENG-241 ENG-242 ENG-272 ENG-273 FRE-111 FRE-112 GEL-111 GEO-110 GEO-111 HEA-110 HEA-112 HIS-111 HIS-112 HIS-115 HIS-131 HIS-132 HIS-145 HIS-162 HIS-221 HIS-226 HIS-236 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 HUM-180 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271 MAT-272 MAT-273 MUS-110 MUS-112 MUS-210 PED-110 PED-111 PED-113 PED-117 PED-118 PED-125 PED-128 PED-130 PED-131 PED-137 PED-138 PED-143 PED-144 PED-145 PED-147 PED-148 PED-152 PED-153 PED-154 PED-155 PED-156 PED-181 PED-187 PED-219 PED-257 PED-260 PHI-215 PHI-240 PHY-110 PHY-110A PHY-151 PHY-152 POL-110 POL-120 POL-130 POL-220 PSY-150 PSY-211 PSY-239 PSY-241 PSY-243 PSY-281 REL-110 REL-211 REL-212 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240 SOC-245 SPA-111 SPA-112 SPA-141 SPA-161 SPA-211 SPA-212 SPA-221.

Associate in General Education

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Number of credit hours required for this program: 65

General Education Requirements

English Requirement

Take all of the following **ENG-111**.

2nd English Required

Take 3 credits from **ENG-112** **ENG-113** **ENG-114**.

Hum/Fine Arts Req

Take 3 credits from **ART-111** **ART-114** **ART-115** **COM-231** **DRA-111** **ENG-131** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **FRE-111** **FRE-112** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **MUS-110** **MUS-112** **MUS-210** **PHI-215** **PHI-240** **REL-110** **REL-211** **REL-212** **SPA-111** **SPA-112** **SPA-211** **SPA-212**.

Social/Behavior Req

Take 3 credits from **ANT-210** **ANT-221** **ECO-151** **ECO-251** **ECO-252** **GEO-111** **HIS-111** **HIS-112** **HIS-131** **HIS-132** **POL-120** **POL-220** **PSY-150** **PSY-239** **PSY-241** **PSY-281** **SOC-210** **SOC-213** **SOC-220** **SOC-225** **SOC-240**.

Nat Science/Math Req

Take 3 credits from **AST-111** **AST-111A** **AST-151** **AST-151A** **AST-152** **AST-152A** **BIO-110** **BIO-111** **BIO-112** **BIO-140** **BIO-140A** **CHM-131** **CHM-131A** **CHM-132** **CHM-151** **CHM-152** **CIS-110** **CIS-115** **MAT-143** **MAT-152** **MAT-171** **MAT-172** **MAT-263** **MAT-271** **MAT-272** **MAT-273** **PHY-110** **PHY-110A** **PHY-151** **PHY-152**.

Major Requirements

Major Requirements

Take 49 credits from **ACC-120** **ACC-121** **ACC-122** **ACC-129** **ACC-130** **ACC-140** **ACC-150** **ACC-220** **ACC-225** **AGR-110** **AGR-111** **AGR-139** **AGR-140** **AGR-150** **AGR-160** **AGR-170** **AGR-212** **AGR-213** **AGR-214** **AGR-261** **ANS-110** **ANT-210** **ANT-221** **ART-111** **ART-114** **ART-115** **AST-111** **AST-111A** **AST-151** **AST-151A** **AST-152** **AST-152A** **AUT-113** **AUT-114** **AUT-114A** **AUT-116** **AUT-116A** **AUT-141** **AUT-141A** **AUT-151** **AUT-151A** **AUT-163A** **AUT-181** **AUT-181A** **AUT-183** **AUT-211** **AUT-212** **AUT-213** **AUT-221** **AUT-221A** **AUT-231** **AUT-231A** **AUT-281** **BIO-110** **BIO-111** **BIO-112** **BIO-140** **BIO-140A** **BIO-155** **BIO-161** **BIO-163** **BIO-165** **BIO-166** **BIO-168** **BIO-169** **BIO-173** **BIO-175** **BIO-250** **BIO-271** **BIO-275** **BPR-111** **BPR-121** **BUS-110** **BUS-115** **BUS-116** **BUS-121** **BUS-137** **BUS-139** **BUS-147** **BUS-153** **BUS-225** **BUS-251** **BUS-260** **BUS-285** **CHM-115** **CHM-131** **CHM-131A** **CHM-132** **CHM-151** **CHM-152** **CIS-110** **CIS-111** **CIS-113** **CIS-115** **CJC-111** **CJC-112** **CJC-113** **CJC-121** **CJC-122** **CJC-131** **CJC-132** **CJC-141** **CJC-212** **CJC-213** **CJC-215** **CJC-221** **CJC-223** **CJC-231** **CJC-233** **CJC-255** **COM-231** **COS-111** **COS-112** **COS-113** **COS-114** **COS-115** **COS-116** **COS-117** **COS-118** **COS-119** **COS-120** **COS-121** **COS-125** **COS-222** **COS-223** **COS-224** **COS-240** **COS-250** **COS-271** **COS-272** **COS-273** **COS-274** **CSC-134** **CSC-139** **CSC-143** **CSC-151** **CSC-234** **CSC-239** **CSC-289** **CTI-110** **CTI-120** **CTI-140** **CTS-115** **CTS-120** **CTS-130** **CTS-135** **CTS-285** **CTS-289** **DBA-110** **DBA-120** **DBA-221** **DDF-211** **DDF-212** **DFT-111** **DFT-111A** **DFT-112** **DFT-112A** **DFT-151** **DFT-152** **DFT-154** **DFT-161** **DRA-111** **DRA-130** **ECO-151** **ECO-251** **ECO-252** **EDU-118** **EDU-119** **EDU-131** **EDU-144** **EDU-145** **EDU-146** **EDU-151** **EDU-153** **EDU-157** **EDU-184** **EDU-221** **EDU-234** **EDU-235** **EDU-252** **EDU-261** **EDU-262** **EDU-271** **EDU-280** **EDU-284** **EGR-250** **EGR-285** **ELC-113** **ELC-114** **ELC-115** **ELC-122** **ELC-128** **ELC-131** **ELC-131A** **ELC-132** **ELC-135** **ELC-136** **ELC-231** **ELN-131** **ELN-132** **ELN-133**. **ELN-232** **ELN-233** **ELN-234** **ELN-236** **ENG-125** **ENG-131** **ENG-132** **ENG-231** **ENG-232** **ENG-241** **ENG-242** **ENG-272** **ENG-273** **FRE-111** **FRE-112** **GEO-110** **GEO-111** **HEA-110** **HET-110** **HET-114** **HET-115** **HET-125** **HIS-111** **HIS-112** **HIS-131** **HIS-132** **HIS-162** **HIS-164** **HIS-221** **HIS-236** **HSE-110** **HSE-112** **HSE-123** **HSE-125** **HSE-210** **HSE-220** **HSE-225** **HSE-240** **HUM-115** **HUM-120** **HUM-121** **HUM-122** **HUM-150** **HUM-160** **HUM-180** **HYD-110** **HYD-134** **HYD-210**

ISC-112 MAC-111 MAC-112 MAC-113 MAC-121 MAT-110 MAT-121 MAT-122 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271 MAT-272 MAT-273 MEC-111 MEC-112 MEC-128 MEC-145 MEC-161 MEC-161A MEC-231 MEC-261 MKT-120 MKT-220 MLT-110 MLT-111 MLT-120 MLT-125 MLT-130 MLT-140 MLT-141 MLT-215 MLT-240 MLT-271 MLT-283 MUS-110 MUS-112 MUS-210 NAS-101 NAS-102 NET-125 NET-126 NET-289 NOS-110 NOS-120 NOS-130 NOS-220 NOS-230 NUR-101 NUR-102 NUR-103 NUR-111 NUR-112 NUR-113 NUR-114 NUR-117 NUR-211 NUR-212 NUR-213 OST-130 OST-134 OST-135 OST-136 OST-137 OST-141 OST-142 OST-148 OST-149 OST-153 OST-164 OST-181 OST-184 OST-233 OST-236 OST-241 OST-242 OST-243 OST-247 OST-248 OST-286 OST-289 PCI-162 PED-110 PED-111 PED-113 PED-117 PED-118 PED-125 PED-128 PED-130 PED-131 PED-137 PED-138 PED-143 PED-144 PED-145 PED-147 PED-148 PED-152 PED-153 PED-154 PED-155 PED-181 PED-187 PED-219 PED-260 PHI-215 PHI-240 PHY-110 PHY-110A PHY-131 PHY-133 PHY-151 PHY-152 PME-117 PME-118 PME-221 POL-110 POL-120 POL-130 POL-220 PSY-110 PSY-118 PSY-150 PSY-211 PSY-239 PSY-241 PSY-243 PSY-281 REL-110 REL-211 REL-212 SAB-110 SEC-110 SEC-160 SEL-192 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240 SPA-111 SPA-112 SPA-141 SPA-161 SPA-211 SPA-212 SPA-221 SPI-113 SWK-113 TRN-110 TRN-120 TRN-120A TRN-130 TRN-140 TRN-140A TRN-145 TRN-170 WBL-111 WBL-112 WBL-113 WBL-114 WBL-115 WBL-121 WBL-122 WBL-123 WBL-124 WBL-131 WEB-110 WEB-115 WEB-182 WEB-187 WEB-230 WEB-250 WLD-110 WLD-112 WLD-115 WLD-116 WLD-121 WLD-131 WLD-132 WLD-141 WLD-151 WLD-212 WLD-251 WLD-262 WLD-265

Other Requirements

Student Success

Take 1 credits from **ACA-111** **ACA-115** **ACA-118** **ACA-122**.

Associate in General Education-Nursing

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Number of credit hours required for this program: 60

General Education Requirements

English Composition

Take 3 credits from **ENG-111**.

Humanities/Fine Arts

Take 6 credits from **ART-111** **ART-114** **ART-115** **HUM-115** **MUS-110** **MUS-112** **PHI-215** **PHI-240**.

Social/Behavioral Sciences

Take 9 credits from **PSY-150** **PSY-241** **SOC-210**.

Natural Sciences Group 1

Take 8 credits from **BIO-168** **BIO-169**.

Natural Sciences Group 2

Take 3 credits from **BIO-175** **BIO-275**.

Natural Sciences Group 3

Take 4 credits from **CHM-151**.

Other Requirements

Other Required Hours

Take 1 credits from **ACA-122**.

Associate in Science

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Number of credit hours required for this program: 60

General Education Requirements

English Composition

Take 6 credits from **ENG-111** **ENG-112**.

Communications/Hum/Fa
Take 6 credits from **COM-231 ART-111 ART-114 ART-115 ENG-231 ENG-232 ENG-241 ENG-242 MUS-110 MUS-112 PHI-215 PHI-240**. Minimum 2 subjects.

Social/Behavioral Sciences
Take 6 credits from **ECO-251 ECO-252 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 PSY-150 SOC-210**. Minimum 2 subjects.

Math
Take 8 credits from **MAT-171 MAT-172 MAT-263 MAT-271 MAT-272**.

Natural Sciences
Take 1 group.
Take 8 credits from **CHM-151 CHM-152**.
Take 8 credits from **PHY-151 PHY-152**.
Take 8 credits from **PHY-251 PHY-252**.
Take 8 credits from **AST-151 AST-151A BIO-110**.
Take 8 credits from **AST-151 AST-151A GEL-111**.
Take 8 credits from **AST-151 AST-151A PHY-110 PHY-110A**.
Take 8 credits from **BIO-111 BIO-112**.
Take 8 credits from **BIO-110 GEL-111**.
Take 8 credits from **BIO-110 PHY-110 PHY-110A**.
Take 8 credits from **GEL-111 PHY-110 PHY-110A**.

General Education Elective
Take 11 credits from **ANT-210 ANT-221 ART-111 ART-114 ART-115 AST-111 AST-111A AST-151 AST-151A AST-152 AST-152A BIO-110 BIO-111 BIO-112 BIO-120 BIO-130 BIO-140 BIO-140A CHM-131 CHM-131A CHM-132 CHM-151 CHM-152 CIS-110 CIS-115 COM-231 DRA-111 ECO-151 ECO-251 ECO-252 ENG-113 ENG-114 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 FRE-111 FRE-112 GEL-111 GEO-111 HIS-111 HIS-112 HIS-115 HIS-131 HIS-132 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271 MAT-272 MAT-273 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 PHY-110 PHY-110A PHY-151 PHY-152 PHY-251 PHY-252 POL-110 POL-120 POL-220 PSY-150 PSY-239 PSY-241 PSY-281 REL-110 REL-211 REL-212 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240 SPA-111 SPA-112 SPA-211 SPA-212**.

Other Requirements

Required Courses
Take all of the following **ACA-122**.

Electives
Take 14 credits from **ACC-120 ACC-121 ANT-210 ANT-221 ART-111 ART-114 ART-115 ART-118 ART-121 AST-111 AST-111A AST-151 AST-151A AST-152 AST-152A BIO-110 BIO-111 BIO-112 BIO-120 BIO-130 BIO-140 BIO-140A BIO-146 BIO-155 BIO-163 BIO-165 BIO-166 BIO-168 BIO-169 BIO-175 BIO-243 BIO-250 BIO-271 BIO-275 BUS-110 BUS-115 BUS-137 CHM-115 CHM-131 CHM-131A CHM-132 CHM-151 CHM-152 CIS-110 CIS-115 CJC-111 CJC-121 CJC-141 COM-231 CSC-134 CSC-139 CSC-151 CSC-239 DRA-111 DRA-130 ECO-151 ECO-251 ECO-252 ENG-113 ENG-114 ENG-125** ENG-131 ENG-132 ENG-231 ENG-232 ENG-241 ENG-242 ENG-272 ENG-273 FRE-111 FRE-112 GEL-111 GEO-110 GEO-111 HEA-110 HEA-112 HIS-111 HIS-112 HIS-115 HIS-131 HIS-132 HIS-145 HIS-162 HIS-221 HIS-226 HIS-236 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 HUM-180 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271 MAT-272 MAT-273 MUS-110 MUS-112 MUS-210 PED-110 PED-111 PED-113 PED-117 PED-118 PED-125 PED-128 PED-130 PED-131 PED-137 PED-138 PED-143 PED-144 PED-145 PED-147 PED-148 PED-152 PED-153 PED-154 PED-155 PED-156 PED-181 PED-187 PED-219 PED-257 PED-260 PHI-215 PHI-240 PHY-110 PHY-110A PHY-151 PHY-152 PHY-251 PHY-252 POL-110 POL-120 POL-130 POL-220 PSY-150 PSY-211 PSY-239 PSY-241 PSY-243 PSY-281 REL-110 REL-211 REL-212 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240 SOC-245 SPA-111 SPA-112 SPA-141 SPA-161 SPA-211 SPA-212 SPA-221.

Automotive Systems Technology

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems

Number of credit hours required for this program: 68

General Education Requirements

HUMANITIES/FINE ARTS
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

ENGLISH
Take 3 credits from ENG-112 ENG-113 ENG-114.

SOCIAL/BEHAVIORAL SCIENCE
Take 3 credits from ANT-210 ANT-221 ECO-151 ECO-251 ECO-252 GEO-111 HIS-111 HIS-112 HIS-115 HIS-131 HIS-132 POL-110

POL-120 POL-220 PSY-150 PSY-239 PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240.

English Required
Take all of the following ENG-111.

Mathematics
Take all of the following MAT-110.

Major Requirements

Automotive Systems Tech
Take all of the following AUT-141 AUT-151 AUT-181.

Technical Core
Take all of the following TRN-110 TRN-120 TRN-140.

Required Courses
Take all of the following AUT-183.

Other Major Requirements

Other Required Courses
Take all of the following AUT-116 AUT-116A AUT-141A AUT-151A AUT-181A AUT-221 AUT-221A AUT-231 AUT-231A AUT-281 TRN-120A TRN-140A TRN-145.

Computers
Take 1 credits from CIS-110 CIS-111 CIS-113 TRN-170.

Auto Shop/Safety
Take 3 credits from AUT-212 AUT-114 AUT-114A TRN-130 WBL-113 WBL-123.

Service/WBL
Take 2 credits from AUT-213 WBL-132 WBL-212.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118.

Automotive Systems Technology Certificate

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 8 credits from AUT-151 AUT-181 TRN-110.

Other Major Requirements

Other Required
Take 4 credits from AUT-213 AUT-151A AUT-181A.

Automotive Systems Technology Diploma

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems

Number of credit hours required for this program: 38

General Education Requirements

ENGLISH
Take 3 credits from ENG-111.

Mathematics
Take all of the following MAT-110.

Major Requirements

Required Courses

Take 16 credits from AUT-141 AUT-151 AUT-181 TRN-110 TRN-120.

Other Major Requirements

Other Required Courses

Take 16 credits from AUT-116 AUT-116A AUT-141A AUT-151A AUT-181A AUT-213

Major Requirements

Required Courses

Take 7 credits from TRN-120 TRN-110.

Other Major Requirements

Other Required Courses

Take 6 credits from TRN-120A TRN-145 TRN-170.

Automotive Systems Technology-Engines and Brakes Certificate

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems

Number of credit hours required for this program: 12

Major Requirements

Required Courses

Take 6 credits from AUT-151 AUT-181.

Other Major Requirements

Other Required Courses

Take 6 credits from AUT-116 AUT-116A AUT-151A AUT-181A.

Automotive Systems Technology-Engines Certificate

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems

Number of credit hours required for this program: 12

Major Requirements

Required Courses

Take 5 credits from AUT-181 TRN-110.

Other Major Requirements

Other Required Courses

Take 7 credits from AUT-116 AUT-116A AUT-181A TRN-170.

Basic Law Enforcement Training (Certificate)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Number of credit hours required for this program: 19

Major Requirements

Required Courses

Take all of the following CJC-100.

Business Administration

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Number of credit hours required for this program: 65

General Education Requirements

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-110 MAT-143 MAT-171.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 12 credits from BUS-110 BUS-115 BUS-137 MKT-120.

Accounting
Take 4 credits from ACC-120.

Economics
Take 3 credits from ECO-151 ECO-251 ECO-252.

Computer Application
Take 2 credits from CIS-110 CIS-111 OST-137.

Other Major Requirements

Required Courses
Take 16 credits from BUS-121 BUS-139 BUS-153 BUS-239 BUS-240 BUS-245 BUS-251 BUS-285 MKT-220 MKT-223 OST-153 WBL-111 WBL-112 WBL-113.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Concentration Requirements

General Business Administr
Take 12 credits from BUS-116 BUS-147 BUS-225 BUS-260.

Business Administration Certificate

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 18 credits from ACC-120 BUS-137 BUS-147 BUS-285 CIS-111 MKT-120.

Business Administration-Diploma

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Number of credit hours required for this program: 39

General Education Requirements

Required English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 22 credits from ACC-120 BUS-110 BUS-115 BUS-137 BUS-147 BUS-260 MKT-120.

Economics
Take 3 credits from ECO-151 ECO-251 ECO-252.

Computer Application
Take 2 credits from CIS-110 CIS-111 OST-137.

Other Major Requirements

Required Courses
Take 6 credits from BUS-121 BUS-285.

Number of credit hours required for this program:

General Education Requirements

Major Requirements

Other Major Requirements

Other Requirements

Concentration Requirements

Community Spanish Interpreter Certificate

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take all of the following SPA-111 SPA-112 SPA-211 SPA-212.

Other Major Requirements

Spanish Culture
Take 3 credits from SPA-141 SPA-161.

Spanish Conversation/Inter
Take 3 credits from SPA-221 SPI-113.

Cosmetology

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Number of credit hours required for this program: 64

General Education Requirements

ENGLISH
Take 3 credits from ENG-111.

ENGLISH/COMMUNICATIONS
Take 3 credits from ENG-112 ENG-113 ENG-114 COM-231.

HUMANITIES/FINE ARTS
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

PSYCHOLOGY
Take 3 credits from PSY-118 PSY-150.

MATHEMATICS
Take 3 credits from MAT-110.

Major Requirements

Required Courses
Take 34 credits from COS-111 COS-112 COS-113 COS-114 COS-115 COS-116 COS-117.

Other Major Requirements

Other Required Courses
Take 12 credits from COS-118 COS-224 COS-240 COS-250.

Computer
Take 2 credits from CIS-110 CIS-111.

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Cosmetology 1200 Hour Certificate

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Number of credit hours required for this program: 34

Major Requirements

Required Courses
Take 34 credits from COS-111 COS-112 COS-113 COS-114 COS-115 COS-116 COS-224.

Cosmetology Instructor (Certificate)

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Number of credit hours required for this program: 24

Major Requirements

Required Courses
Take all of the following COS-271 COS-272 COS-273 COS-274.

Cosmetology-Diploma

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Number of credit hours required for this program: 48

General Education Requirements

English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 34 credits from COS-111 COS-112 COS-113 COS-114 COS-115 COS-116 COS-117.

Other Major Requirements

Other Required Courses
Take 7 credits from COS-118.

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Number of credit hours required for this program:

General Education Requirements

Major Requirements

Other Major Requirements

Other Requirements

Concentration Requirements

Criminal Justice Technology

The Criminal Justice Technology curriculum is designed to provide knowledge

of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system?s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Number of credit hours required for this program: 67

General Education Requirements

English
Take 3 credits from ENG-111.

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

Mathematics
Take 3 credits from MAT-110 MAT-143 MAT-171.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 22 credits from CJC-111 CJC-112 CJC-113 CJC-131 CJC-212 CJC-221 CJC-231.

Other Major Requirements

Criminal Justice Required
Take 12 credits from CJC-132 CJC-213 CJC-223 CJC-255.

Criminal Justice Other
Take 6 credits from CJC-121 CJC-122 CJC-215 CJC-225 CJC-233.

Computers
Take 2 credits from CIS-110 CIS-111.

Government/Sociology
Take 3 credits from POL-130 SOC-210 SOC-220 SOC-225.

Other Required
Take 3 credits from COM-231 HEA-110.

Corrections
Take 3 credits from CJC-141 WBL-113.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Criminal Justice Technology - Transfer Certificate

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system?s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Number of credit hours required for this program: 13

General Education Requirements

Psychology
Take 3 credits from PSY-150.

Major Requirements

Required Courses
Take 6 credits from CJC-111 CJC-121.

Other Major Requirements

Communication
Take 3 credits from COM-231.

Other Requirements

Student Success
Take 1 credits from ACA-122.

Criminal Justice Technology-Basics of Criminal Justice Cert.

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services.

The criminal justice system?s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 12 credits from CJC-111 CJC-112 CJC-113 CJC-131.

Criminal Justice Technology-Corrections Certificate

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system?s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Number of credit hours required for this program: 12

Other Major Requirements

Other Required Courses
Take 12 credits from CJC-141 CJC-213 CJC-233 CJC-223.

Criminal Justice Technology-Diploma

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system?s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Number of credit hours required for this program: 40

General Education Requirements

English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 22 credits from CJC-111 CJC-112 CJC-113 CJC-131 CJC-212 CJC-221 CJC-231.

Other Major Requirements

Other Required Courses
Take 12 credits from CJC-121 CJC-141 CJC-122 CJC-213.

Criminal Justice Technology-Essential Police Operations Cert

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system?s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Number of credit hours required for this program: 13

Major Requirements

Required Courses
Take 7 credits from CJC-212 CJC-221.

Other Major Requirements

Other Required Cours
Take 6 credits from CJC-121 CJC-122.

Early Childhood Education

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 64

General Education Requirements

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Mathematics
Take 3 credits from MAT-110 MAT-143.

Psychology
Take 3 credits from PSY-150.

Major Requirements

Required Courses
Take 29 credits from EDU-119 EDU-131 EDU-146 EDU-151 EDU-153 EDU-221 EDU-234 EDU-280 EDU-284.

Child Development
Take 6 credits from EDU-144 EDU-145.

Other Major Requirements

Computers
Take 2 credits from CIS-110 CIS-111.

Other Required Courses
Take 5 credits from EDU-184 EDU-235.

Early Childhood Electives
Take 6 credits from EDU-157 EDU-252 EDU-261 EDU-262.

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Early Childhood Education - Administration Certificate

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 10 credits from EDU-119 EDU-131 EDU-146.

Other Major Requirements

Required Courses
Take 6 credits from EDU-261 EDU-262.

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Early Childhood Education - Certificate

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate

programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 10 credits from EDU-119 EDU-131 EDU-153.

Child Development
Take 6 credits from EDU-144 EDU-145.

Other Major Requirements

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Early Childhood Education - Diploma

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 43

General Education Requirements

English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-150.

Major Requirements

Required Courses
Take 19 credits from EDU-119 EDU-131 EDU-146 EDU-151 EDU-153 EDU-221.

Child Development
Take 6 credits from EDU-144 EDU-145.

Other Major Requirements

Other Required Courses
Take 11 credits from EDU-157 EDU-184 EDU-261 EDU-262.

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Early Childhood Education - Infant and Toddler Certificate

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 13 credits from EDU-119 EDU-131 EDU-153 EDU-234.

Child Development
Take 3 credits from EDU-144.

Other Major Requirements

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Early Childhood Education - School Age Certificate

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 10 credits from EDU-119 EDU-146 EDU-153.

Child Development
Take 3 credits from EDU-145.

Other Major Requirements

Required Courses
Take 3 credits from EDU-235.

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Early Childhood Education - Special Education Certificate

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 10 credits from EDU-119 EDU-131 EDU-221.

Child Development
Take 6 credits from EDU-144 EDU-145.

Other Major Requirements

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Electrical Engineering Tech-Basic Elec. Wiring Methods Cert.

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Number of credit hours required for this program: 13

Major Requirements

Required Core
Take 4 credits from ELC-113.

Other Major Requirements

Other Required Courses
Take 9 credits from ELC-114 ELC-132 ELC-135.

Electrical Engineering Technology

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Number of credit hours required for this program: 69

General Education Requirements

Social/Behavior Science
Take 3 credits from ANT-210 ANT-221 ECO-151 ECO-251 ECO-252 GEO-111 HIS-111 HIS-112 HIS-115 HIS-131 HIS-132 POL-110 POL-120 POL-220 PSY-150 PSY-239 PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240.

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-121.

Major Requirements

Required Core
Take 19 credits from ELC-113 ELC-128 ELC-131 ELN-131 ELN-133.

Other Major Requirements

Other Required Courses
Take 28 credits from ELC-114 ELC-131A ELC-132 ELC-135 ELC-136 ELC-231 PHY-131 PHY-133 SEL-192.

Other Mathematics
Take 3 credits from MAT-122 MAT-171.

Instrumentation or WBL
Take 3 credits from PCI-162 WBL-113.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-118 ACA-122.

Electrical Engineering Technology-Applied Elec Prin Diploma

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians

Electrical Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Number of credit hours required for this program: 44

General Education Requirements

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-121.

Major Requirements

Required Core
Take 19 credits from ELC-113 ELC-128 ELC-131 ELN-131 ELN-133.

Other Major Requirements

Other Required Courses
Take 19 credits from ELC-114 ELC-131A ELC-135 ELC-136 ELC-231 PCI-162.

Electronics Engineering Technology

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians

Electronics Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should

qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Number of credit hours required for this program: 68

General Education Requirements

Social/Behavior Science

Take 3 credits from ANT-210 ANT-221 ECO-151 ECO-251 ECO-252 GEO-111 HIS-111 HIS-112 HIS-115 HIS-131 HIS-132 POL-110 POL-120 POL-220 PSY-150 PSY-239 PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240.

Required English

Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts

Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English

Take 3 credits from ENG-111.

Mathematics

Take 3 credits from MAT-121.

Major Requirements

Required Courses

Take 23 credits from ELC-128 ELC-131 ELN-131 ELN-133 ELN-232 ELN-234.

Other Major Requirements

Required Major Courses

Take 23 credits from EGR-285 ELC-131A ELC-132 ELN-132 ELN-233 PHY-131 PHY-133 SEL-192.

Other Mathematics Required

Take 3 credits from MAT-122 MAT-171.

Instrumentation or WBL

Take 3 credits from PCI-162 WBL-113.

Other Requirements

Student Success

Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Electronics Engineering Technology-Applied Elec Prin Diploma

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians

Electronics Engineering Technology: A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Number of credit hours required for this program: 39

General Education Requirements

English

Take 3 credits from ENG-111.

Mathematics

Take 3 credits from MAT-121.

Major Requirements

Required Courses

Take 15 credits from ELC-128 ELC-131 ELN-131 ELN-232.

Other Major Requirements

Required Major Courses

Take 18 credits from EGR-285 ELC-131A ELC-132 ELN-132 ELN-233 PCI-162 SEL-192.

Electronics Engineering Technology-Basic Electronics Cert.

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians

Electronics Engineering Technology: A course of study that prepares the

students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Number of credit hours required for this program: 18

General Education Requirements

Mathematics

Take 3 credits from MAT-121.

Major Requirements

Required Courses

Take 12 credits from ELC-131 ELN-131 ELN-133.

Other Major Requirements

Required Major Courses

Take 3 credits from ELC-131A ELC-132.

General Occupational Technology

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Number of credit hours required for this program: 65

General Education Requirements

English Requirement

Take all of the following ENG-111.

2nd English Required

Take 3 credits from ENG-112 ENG-113 ENG-114.

Hum/Fine Arts Req

Take 3 credits from ART-111 ART-114 ART-115 COM-231 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 FRE-111 FRE-112 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212 SPA-111 SPA-112 SPA-211 SPA-212.

Social/Behavior Req

Take 3 credits from ANT-210 ANT-221 ECO-151 ECO-251 ECO-252 GEO-111 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 POL-220 PSY-150 PSY-239 PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240.

Nat Sci/Math Req

Take 3 credits from AST-111 AST-111A AST-151 AST-151A AST-152 AST-152A BIO-110 BIO-111 BIO-112 BIO-140 BIO-140A CHM-131 CHM-131A CHM-132 CHM-151 CHM-152 CIS-110 CIS-115 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271 MAT-272 MAT-273 PHY-110 PHY-110A PHY-151 PHY-152.

Major Requirements

Major Requirements

Take 49 credits from ACC-120 ACC-121 ACC-122 ACC-129 ACC-130 ACC-140 ACC-150 ACC-220 ACC-225 AGR-110 AGR-111 AGR-139 AGR-140 AGR-150 AGR-160 AGR-170 AGR-212 AGR-213 AGR-214 AGR-261 ANS-110 ANT-210 ANT-221 ART-111 ART-114 ART-115 AST-111 AST-111A AST-151 AST-151A AST-152 AST-152A AUT-113 AUT-114 AUT-114A AUT-116 AUT-116A AUT-141 AUT-141A AUT-151 AUT-151A AUT-163A AUT-181 AUT-181A AUT-183 AUT-211 AUT-212 AUT-213 AUT-221 AUT-221A AUT-231 AUT-231A AUT-281 BIO-110 BIO-111 BIO-112 BIO-140 BIO-140A BIO-155 BIO-161 BIO-163 BIO-165 BIO-166 BIO-168 BIO-169 BIO-173 BIO-175 BIO-250 BIO-271 BIO-275 BPR-111 BPR-121 BUS-110 BUS-115 BUS-116 BUS-121 BUS-137 BUS-139 BUS-147 BUS-153 BUS-225 BUS-251 BUS-260 BUS-285 CHM-115 CHM-131 CHM-131A CHM-132 CHM-151 CHM-152 CIS-110 CIS-111 CIS-113 CIS-115 CJC-111 CJC-112 CJC-113 CJC-121 CJC-122 CJC-131 CJC-132 CJC-141 CJC-212 CJC-213 CJC-215 CJC-221 CJC-223 CJC-231 CJC-233 CJC-255 COM-231 COS-111 COS-112 COS-113 COS-114 COS-115 COS-116 COS-117 COS-118 COS-119 COS-120 COS-121 COS-125 COS-222 COS-223 COS-224 COS-240 COS-250 COS-271 COS-272 COS-273 COS-274 CSC-134 CSC-139 CSC-143 CSC-151 CSC-234 CSC-239 CSC-289 CTI-110 CTI-120 CTI-140 CTS-115 CTS-120 CTS-130 CTS-135 CTS-285 CTS-289 DBA-110 DBA-120 DBA-221 DDF-211 DDF-212 DFT-111 DFT-111A DFT-112 DFT-112A DFT-151 DFT-152 DFT-154 DFT-161 DRA-111 DRA-130 ECO-151 ECO-251 ECO-252 EDU-118 EDU-119 EDU-131 EDU-144 EDU-145 EDU-146 EDU-151 EDU-153 EDU-157 EDU-184 EDU-221 EDU-234 EDU-235 EDU-252 EDU-261 EDU-262 EDU-271 EDU-280 EDU-284 EGR-250 EGR-285 ELC-113 ELC-114 ELC-115 ELC-122 ELC-128 ELC-131 ELC-131A ELC-132 ELC-135 ELC-136 ELC-231 ELN-131 ELN-132 ELN-133. ELN-232 ELN-233 ELN-234 ELN-236 ENG-125 ENG-131 ENG-132 ENG-231 ENG-232 ENG-241 ENG-242 ENG-272 ENG-273 FRE-111 FRE-112 GEO-110 GEO-111 HEA-110 HET-110 HET-114 HET-115 HET-125 HIS-111 HIS-112 HIS-131 HIS-132 HIS-162 HIS-164 HIS-221 HIS-236 HSE-110 HSE-112 HSE-123 HSE-125 HSE-210 HSE-220 HSE-225 HSE-240 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 HUM-180 HYD-110 HYD-134 HYD-210 ISC-112 MAC-111 MAC-112 MAC-113 MAC-121

MAT-110 MAT-121 MAT-122 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271 MAT-272 MAT-273 MEC-111 MEC-112 MEC-128 MEC-145 MEC-161 MEC-161A MEC-231 MEC-261 MKT-120 MKT-220 MLT-110 MLT-111 MLT-120 MLT-125 MLT-130 MLT-140 MLT-141 MLT-215 MLT-240 MLT-271 MLT-283 MUS-110 MUS-112 MUS-210 NAS-101 NAS-102 NET-125 NET-126 NET-289 NOS-110 NOS-120 NOS-130 NOS-220 NOS-230 NUR-101 NUR-102 NUR-103 NUR-111 NUR-112 NUR-113 NUR-114 NUR-117 NUR-211 NUR-212 NUR-213 OST-130 OST-134 OST-135 OST-136 OST-137 OST-141 OST-142 OST-148 OST-149 OST-153 OST-164 OST-181 OST-184 OST-233 OST-236 OST-241 OST-242 OST-243 OST-247 OST-248 OST-286 OST-289 PCI-162 PED-110 PED-111 PED-113 PED-117 PED-118 PED-125 PED-128 PED-130 PED-131 PED-137 PED-138 PED-143 PED-144 PED-145 PED-147 PED-148 PED-152 PED-153 PED-154 PED-155 PED-181 PED-187 PED-219 PED-260 PHI-215 PHI-240 PHY-110 PHY-110A PHY-131 PHY-133 PHY-151 PHY-152 PME-117 PME-118 PME-221 POL-110 POL-120 POL-130 POL-220 PSY-110 PSY-118 PSY-150 PSY-211 PSY-239 PSY-241 PSY-243 PSY-281 REL-110 REL-211 REL-212 SAB-110 SEC-110 SEC-160 SEL-192 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240 SPA-111 SPA-112 SPA-141 SPA-161 SPA-211 SPA-212 SPA-221 SPI-113 SWK-113 TRN-110 TRN-120 TRN-120A TRN-130 TRN-140 TRN-140A TRN-145 TRN-170 WBL-111 WBL-112 WBL-113 WBL-114 WBL-115 WBL-121 WBL-122 WBL-123 WBL-124 WBL-131 WEB-110 WEB-115 WEB-182 WEB-187 WEB-230 WEB-250 WLD-110 WLD-112 WLD-115 WLD-116 WLD-121 WLD-131 WLD-132 WLD-141 WLD-151 WLD-212 WLD-251 WLD-262 WLD-265

Other Requirements

Student Success

Take 1 of the following ACA-111 ACA-115 ACA-118 ACA-122.
Minimum 0 credits.

English

Take 3 credits from ENG-111.

Mathematics

Take 3 credits from MAT-110.

Required English

Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts

Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

Psychology

Take 3 credits from PSY-118.

Major Requirements

Required Courses

Take 25 credits from HSE-110 HSE-112 HSE-123 HSE-125 HSE-210 HSE-225 PSY-150 PSY-241 SOC-220.

Other Major Requirements

Required Courses

Take 23 credits from HSE-220 HSE-240 PSY-281 SAB-110 SOC-210 SPA-111 SWK-113 WBL-111 WBL-115.

Computers

Take 2 credits from CIS-110 CIS-111.

Other Requirements

Student Success

Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Human Services Technology

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Number of credit hours required for this program: 66

General Education Requirements

Human Services Technology - Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Number of credit hours required for this program: 14

Major Requirements

Required Courses
Take 8 credits from HSE-110 HSE-112 PSY-150.

Other Major Requirements

Required Courses
Take 3 credits from SWK-113.

Social Science Elective
Take 3 credits from SOC-210 SOC-213 SOC-225 SOC-240.

Human Services Technology-Diploma

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Number of credit hours required for this program: 37

General Education Requirements

English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-118.

Major Requirements

Required Courses
Take 16 credits from HSE-110 HSE-112 HSE-210 HSE-225 SOC-220 PSY-150.

Other Major Requirements

Required Courses
Take 12 credits from HSE-220 SAB-110 SOC-210 SWK-113.

Computers
Take 2 credits from CIS-110 CIS-111.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Information Technology

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Number of credit hours required for this program: 64

General Education Requirements

English
Take 3 credits from ENG-111.

Communications
Take 3 credits from COM-110 COM-120 COM-231 ENG-112 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

Mathematics
Take 3 credits from MAT-110 MAT-121 MAT-143 MAT-152 MAT-171.

Social/Behavioral Science
Take 3 credits from ECO-151 ECO-251 ECO-252 POL-120 PSY-118 PSY-150 SOC-210.

Major Requirements

Required Courses
Take 9 credits from CTS-115 CTI-110 CTI-120.

Required Computers
Take 3 credits from CIS-110.

Other Major Requirements

Information Systems
Take 25 credits from CSC-143 CSC-151 CTS-289 NET-125 NET-235 NOS-230 WEB-110 WEB-115 ACA-111 ACA-118 ACA-122.

Network Management
Take 25 credits from CTS-120 CTS-285 CTS-289 NET-235 NOS-110 SEC-160 WEB-110 WEB-115 ACA-111 ACA-118 ACA-122.

Software & Web Development
Take 25 credits from DBA-221 CTI-140 CTS-285 CTS-289 NET-125 NOS-110 WEB-110 WEB-250 ACA-111 ACA-118 ACA-122.

Concentration Requirements

Information Systems
Take 12 credits from CTI-140 CTS-120 CTS-285 NOS-110.

Network Management
Take 12 credits from CTI-140 NET-125 NOS-120 NOS-230.

Software and Web Developme
Take 12 credits from CSC-143 CSC-151 DBA-120 WEB-115.

Information Technology - Cybersecurity Certificate

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 12 credits from CTI-120 NET-125 NET-235 SEC-160.

Information Technology-Computer Repair&Troubleshooting Cert

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 12 credits from CIS-110 CTI-120 NET-125 NOS-110.

Information Technology-Networking Support Certificate

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 12 credits from CTI-120 NET-125 NET-235 NOS-230.

Information Technology-Web Development & Design Certificate

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 12 credits from CSC-151 CTI-110 WEB-110 WEB-115.

Manicuring/Nail Technology (Certificate)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Number of credit hours required for this program: 12

Major Requirements

Required Courses
Take 12 credits from COS-121 COS-222.

Mechanical Engineering Technology

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Number of credit hours required for this program: 68

General Education Requirements

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-121.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 21 credits from DFT-151 DFT-154 EGR-250 HYD-110 MEC-145 PHY-131.

Other Major Requirements

Required Major Courses
Take 18 credits from BPR-111 EGR-285 MAC-111 MAC-121 MAT-122 MEC-231.

Computer

Take 1 credits from CIS-110 CIS-111 CIS-113.

Mechanical Engr Electives

Take 12 credits from DDF-211 DDF-212 DFT-111 DFT-111A DFT-112 DFT-112A DFT-152 DFT-161 ISC-112 MEC-111 MEC-112 MEC-128 MEC-161 MEC-161A MEC-261 WBL-112 WBL-114 WBL-122 WBL-124.

Other Requirements

Student Success

Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Mechanical Engineering Technology-CAD Operator Certificate

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Number of credit hours required for this program: 14

Major Requirements

Required Courses

Take 6 credits from DFT-151 DFT-154.

Other Major Requirements

Required Courses

Take 8 credits from BPR-111 MEC-111 MEC-231.

Mechanical Engineering Technology-Industrial Technology Cert

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Number of credit hours required for this program: 12

Major Requirements

Required Courses

Take 6 credits from DFT-151 HYD-110.

Other Major Requirements

Required Major Courses

Take 6 credits from BPR-111 MEC-161 MEC-161A.

Mechanical Engineering Technology-Machinist Advanced Cert.

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Number of credit hours required for this program: 16

Major Requirements

Required Courses
Take 6 credits from DFT-154 MEC-145.

Other Major Requirements

Required Courses
Take 10 credits from MAC-121 MEC-128 MEC-161 MEC-161A.

Mechanical Engineering Technology-Machinist Certificate

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Number of credit hours required for this program: 14

Other Major Requirements

Required Major Courses
Take 14 credits from BPR-111 MAC-111 MAC-121 MEC-161 MEC-161A.

Mechanical Engineering Technology-Machinist Diploma

Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechanical Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Number of credit hours required for this program: 39

General Education Requirements

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-121.

Major Requirements

Required Courses
Take 6 credits from DFT-151 MEC-145.

Other Major Requirements

Required Major Courses
Take 27 credits from BPR-111 EGR-285 MAC-111 MAC-121 MEC-128 MEC-161 MEC-161A MEC-261 MEC-231.

Medical Laboratory Technology

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Number of credit hours required for this program: 65

General Education Requirements

HUMANITIES / FINE ARTS
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

ENGLISH
Take 3 credits from ENG-111.

ENGLISH REQUIRED
Take 3 credits from ENG-112 ENG-113 ENG-114.

PSYCHOLOGY
Take 3 credits from PSY-150.

MATHEMATICS
Take 3 credits from MAT-121 MAT-141 MAT-143 MAT-152 MAT-171 MAT-172 MAT-263 MAT-271.

Major Requirements

REQUIRED COURSES
Take 13 credits from MLT-110 MLT-111 MLT-120 MLT-130.

MICROBIOLOGY
Take 1 group.
Take 6 credits from MLT-140 MLT-240.
Take 6 credits from BIO-175 MLT-141.

ANATOMY & PHYSIOLOGY
Take 1 group.
Take 5 credits from BIO-163.
Take 8 credits from BIO-168 BIO-169.

IMMUNOHEMATOLOGY
Take 5 credits from MLT-125.

CHEMISTRY
Take 1 group.
Take 3 credits from MLT-118.
Take 8 credits from CHM-151 CHM-152.

CLINICAL EXPERIENCE
Take 14 credits from MLT-271 MLT-283.

Other Major Requirements

REQUIRED COURSES
Take 1 credits from MLT-215.

COMPUTER REQUIRED
Take 2 credits from CIS-110 CIS-111.

Other Requirements

STUDENT SUCCESS
Take 1 credits from ACA-111 ACA-118 ACA-122.

Medical Office Administration

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Number of credit hours required for this program: 66

General Education Requirements

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-110 MAT-143 MAT-171.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 6 credits from OST-148 OST-164.

Core Courses Required
Take 15 credits from OST-136 OST-141 OST-142 OST-149 OST-289.

Computers
Take 2 credits from CIS-110 CIS-111 OST-137.

Other Major Requirements

Other Required Courses
Take 12 credits from BUS-121 OST-244 OST-247 OST-248.

Prof Develop or Work-Based
Take 3 credits from OST-286 WBL-111 WBL-112 WBL-113.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Concentration Requirements

Gmo Administration
Take 12 credits from OST-130 OST-134 OST-236 OST-243.

Medical Office Administration Diploma

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Number of credit hours required for this program: 38

General Education Requirements

English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 12 credits from OST-130 OST-148 OST-149 OST-243.

Computers/Info Syst
Take 2 credits from CIS-110 CIS-111 OST-137.

Document Processing
Take 6 credits from OST-134 OST-164.

Office Admin
Take 3 credits from OST-289.

Medical Terminology
Take 6 credits from OST-141 OST-142.

Other Major Requirements

Other Required Courses
Take 3 credits from BUS-121.

Medical Office Administration-Basic Medical Office

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 18 credits from OST-130 OST-134 OST-141 OST-142 OST-148 OST-149.

Medical Office Administration-Med Coding, Billing, and Ins

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 18 credits from OST-141 OST-142 OST-148 OST-149 OST-247 OST-248.

Office Administration

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Number of credit hours required for this program: 64

General Education Requirements

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-110 MAT-143 MAT-171.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 6 credits from OST-164 OST-184.

Computer Required
Take 2 credits from CIS-110 CIS-111 OST-137.

Core Courses Required
Take 6 credits from OST-134 OST-289.

Other Major Requirements

Required Major Courses
Take 13 credits from ACC-120 BUS-121 OST-153 OST-236.

Other Required Courses
Take 4 groups.
Take 3 credits from OST-135 OST-233.
Take 3 credits from BUS-110 BUS-137.
Take 3 credits from BUS-240 MKT-223.
Take 3 credits from BUS-260 OST-286 WBL-111 WBL-112 WBL-113.

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Concentration Requirements

General Office Admin
Take 9 credits from OST-130 OST-136 OST-138.

Office Administration - Basic Office Skills Certificate

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis

is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 18 credits from OST-130 OST-134 OST-136 OST-137 OST-164 OST-184.

Office Administration-Diploma

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Number of credit hours required for this program: 36

General Education Requirements

English
Take 3 credits from ENG-111.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 18 credits from OST-130 OST-134 OST-136 OST-164 OST-184 OST-289.

Computer Required
Take 3 credits from CIS-110 OST-137.

Other Major Requirements

Other Req'd Courses
Take 9 credits from BUS-110 BUS-121 OST-286.

Office Administration-Software Applications Specialist Cert.

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 18 credits from OST-130 OST-136 OST-137 OST-138 OST-153 OST-236.

Office Administration-Word Processing Specialist Certificate

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 18 credits from OST-130 OST-134 OST-136 OST-137 OST-164 OST-236.

Practical Nursing (Diploma)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing

practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Number of credit hours required for this program: 45

General Education Requirements

English
Take 3 credits from ENG-111.

Biology
Take 1 group.
Take 5 credits from BIO-163.
Take 8 credits from BIO-168 BIO-169.

Mathematics
Take 3 credits from MAT-110 MAT-143.

Major Requirements

Required Courses
Take all of the following NUR-101 NUR-102 NUR-103.

Other Major Requirements

Psychology
Take 1 group.
Take 3 credits from PSY-110.
Take 6 credits from PSY-150 PSY-241.

Other Requirements

Student Success
Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Welding Technology

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 66

General Education Requirements

Required English
Take 3 credits from ENG-112 ENG-113 ENG-114.

Humanities/Fine Arts
Take 3 credits from ART-111 ART-114 ART-115 DRA-111 ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 HUM-115 HUM-120 HUM-121 HUM-122 HUM-150 HUM-160 MUS-110 MUS-112 MUS-210 PHI-215 PHI-240 REL-110 REL-211 REL-212.

English
Take 3 credits from ENG-111.

Mathematics
Take 3 credits from MAT-110 MAT-121 MAT-171.

Psychology
Take 3 credits from PSY-118 PSY-150.

Major Requirements

Required Courses
Take 18 credits from WLD-110 WLD-115 WLD-121 WLD-131 WLD-141.

Other Major Requirements

Other Required Courses
Take 21 credits from MEC-111 WLD-116 WLD-151 WLD-251 WLD-262 WLD-265.

Drafting Option
Take 3 credits from DFT-151 MEC-231.

Computers
Take 1 credits from CIS-110 CIS-111 CIS-113.

Welding/Industrial Safety
Take 7 credits from ISC-112 WBL-112 WBL-113 WBL-122 WBL-123

WLD-132 WLD-212.

Other Requirements

Student Success

Take 1 credits from ACA-111 ACA-115 ACA-118 ACA-122.

Welding Technology Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 18

Major Requirements

Required Courses

Take 18 credits from WLD-110 WLD-115 WLD-121 WLD-131 WLD-141.

Welding Technology Diploma

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 36

General Education Requirements

English

Take 3 credits from ENG-111.

Mathematics

Take 3 credits from MAT-110.

Major Requirements

Required Courses

Take 18 credits from WLD-110 WLD-115 WLD-121 WLD-131 WLD-141.

Other Major Requirements

Other Required Courses

Take 12 credits from ISC-112 WLD-116 WLD-132 WLD-262.

Welding Technology-Basic MIG/TIG (Plate) Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 15

Major Requirements

Required Courses

Take 13 credits from WLD-110 WLD-121 WLD-131 WLD-141.

Other Major Requirements

Other Required Courses

Take 2 credits from ISC-112.

Welding Technology-Basic Pipe Welding Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the

student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 18

Major Requirements

Required Courses
Take 5 credits from WLD-115.

Other Required
Take 13 credits from ISC-112 WLD-116 WLD-131 WLD-132.

Welding Technology-Basic Stick and MIG Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 11 credits from WLD-110 WLD-115 WLD-121.

Other Major Requirements

Other Required Courses
Take 6 credits from ISC-112 WLD-116.

Welding Technology-GTAW TIG (Plate/Pipe) Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 16

Major Requirements

Required Courses
Take 7 credits from WLD-131 WLD-141.

Other Major Requirements

Other Required Courses
Take 9 credits from ISC-112 WLD-132 WLD-151.

Welding Technology-SMAW (Stick Plate/Pipe) Certificate

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Number of credit hours required for this program: 17

Major Requirements

Required Courses
Take 7 credits from WLD-110 WLD-115.

Other Major Requirements

Other Required Courses
Take 10 credits from ISC-112 WLD-116 WLD-151.

Search

College Student Success

ACA-111

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

Class	Lab	Clinic	Credit
1	0	0	1

Success & Study Skills

ACA-115

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

Class	Lab	Clinic	Credit
0	2	0	1

College Study Skills

ACA-118

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

Class	Lab	Clinic	Credit
1	2	0	2

College Transfer Success

ACA-122

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Class	Lab	Clinic	Credit
0	2	0	1

Prin of Financial Accounting

ACC-120

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

Class	Lab	Clinic	Credit
3	2	0	4

Prin of Managerial Accounting

ACC-121

Prerequisites: Take ACC-120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

Class	Lab	Clinic	Credit
3	2	0	4

Prin of Financial Acct II

ACC-122

Prerequisites: Take ACC-120

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

Class	Lab	Clinic	Credit
3	0	0	3

Individual Income Taxes

ACC-129

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

Class	Lab	Clinic	Credit
2	2	0	3

Business Income Taxes

ACC-130

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

Class	Lab	Clinic	Credit
2	2	0	3

Payroll Accounting

ACC-140

Prerequisites: Take One: ACC-115 or ACC-120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Class	Lab	Clinic	Credit
1	2	0	2

Accounting Software Appl

ACC-150

Prerequisites: Take One: ACC-115 or ACC-120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

Class	Lab	Clinic	Credit
1	2	0	2

Intermediate Accounting I

ACC-220

Prerequisites: Take ACC-120

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

Class	Lab	Clinic	Credit
3	2	0	4

Cost Accounting

ACC-225

Prerequisites: Take ACC-121

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Class	Lab	Clinic	Credit
3	0	0	3

Agricultural Economics

AGR-110

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

Class	Lab	Clinic	Credit
3	0	0	3

Basic Farm Maintenance

AGR-111

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

Class	Lab	Clinic	Credit
1	3	0	2

Intro to Sustainable Ag

AGR-139

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

Class	Lab	Clinic	Credit
3	0	0	3

Agricultural Chemicals

AGR-140

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

Class	Lab	Clinic	Credit
2	2	0	3

Ag-O-Metrics

AGR-150

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

Class	Lab	Clinic	Credit
3	0	0	3

Plant Science

AGR-160

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

Class	Lab	Clinic	Credit
2	2	0	3

Soil Science

AGR-170

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

Class	Lab	Clinic	Credit
2	2	0	3

Farm Business Management

AGR-212

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

Class	Lab	Clinic	Credit
3	0	0	3

Ag Law & Finance

AGR-213

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

Class	Lab	Clinic	Credit
3	0	0	3

Agricultural Marketing

AGR-214

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

Class	Lab	Clinic	Credit
3	0	0	3

Agronomy

AGR-261

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

Class	Lab	Clinic	Credit
2	2	0	3

Animal Science

ANS-110

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

Class	Lab	Clinic	Credit
3	0	0	3

General Anthropology

ANT-210

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.

Class	Lab	Clinic	Credit
3	0	0	3

Comparative Cultures

ANT-221

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies.

Class	Lab	Clinic	Credit
3	0	0	3

Art Appreciation

ART-111

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

Class	Lab	Clinic	Credit
3	0	0	3

Art History Survey I

ART-114

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

Class	Lab	Clinic	Credit
3	0	0	3

Art History Survey II

ART-115

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

Class	Lab	Clinic	Credit
3	0	0	3

Art by Women

ART-118

This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works.

Class	Lab	Clinic	Credit
3	0	0	3

Two-Dimensional Design

ART-121

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

Class	Lab	Clinic	Credit
0	6	0	3

Descriptive Astronomy

AST-111

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.

Class	Lab	Clinic	Credit
3	0	0	3

Descriptive Astronomy Lab

AST-111A

Corequisite: Take AST-111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them.

Class	Lab	Clinic	Credit
0	2	0	1

General Astronomy I

AST-151

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system.

Class	Lab	Clinic	Credit
3	0	0	3

General Astronomy I Lab

AST-151A

Corequisite: Take AST-151

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system.

Class	Lab	Clinic	Credit
0	2	0	1

General Astronomy II

AST-152

Prerequisites: Take AST-151

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy.

Class	Lab	Clinic	Credit
3	0	0	3

General Astronomy II Lab

AST-152A

Prerequisites: Take AST-151 **Corequisite:** Take AST-152

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy.

Class	Lab	Clinic	Credit
0	2	0	1

Automotive Servicing I

AUT-113

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

Class	Lab	Clinic	Credit
0	6	0	2

Safety and Emissions

AUT-114

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

Class	Lab	Clinic	Credit
1	2	0	2

Safety and Emissions Lab

AUT-114A

Corequisite: Take AUT-114

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

Class	Lab	Clinic	Credit
0	2	0	1

Engine Repair

AUT-116

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

Class	Lab	Clinic	Credit
2	3	0	3

Engine Repair Lab

AUT-116A

Corequisite: Take AUT-116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

Class	Lab	Clinic	Credit
0	3	0	1

Suspension & Steering Sys

AUT-141

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

Class	Lab	Clinic	Credit
2	3	0	3

Suspension & Steering Lab

AUT-141A

Corequisite: Take AUT-141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

Class	Lab	Clinic	Credit
0	3	0	1

Brake Systems

AUT-151

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Class	Lab	Clinic	Credit
2	3	0	3

Brakes Systems Lab

AUT-151A

Corequisite: Take AUT-151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Class	Lab	Clinic	Credit
0	3	0	1

Adv Auto Electricity Lab

AUT-163A

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

Class	Lab	Clinic	Credit
0	3	0	1

Engine Performance 1

AUT-181

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

Class	Lab	Clinic	Credit
2	3	0	3

Engine Performance 1 Lab

AUT-181A

Corequisite: Take AUT-181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

Class	Lab	Clinic	Credit
0	3	0	1

Engine Performance 2

AUT-183

Prerequisites: Take AUT-181

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

Class	Lab	Clinic	Credit
2	6	0	4

Automotive Machining

AUT-211

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

Class	Lab	Clinic	Credit
2	6	0	4

Auto Shop Management

AUT-212

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

Class	Lab	Clinic	Credit
3	0	0	3

Automotive Servicing 2

AUT-213

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

Class	Lab	Clinic	Credit
1	3	0	2

Auto Transm/Transaxles

AUT-221

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

Class	Lab	Clinic	Credit
2	3	0	3

Auto Transm/Transax Lab

AUT-221A

Corequisite: Take AUT-221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

Class	Lab	Clinic	Credit
0	3	0	1

Man Trans/Axles/Drtrains

AUT-231

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

Class	Lab	Clinic	Credit
2	3	0	3

Man Trans/Ax/Drtrains Lab

AUT-231A

Corequisite: Take AUT-231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

Class	Lab	Clinic	Credit
0	3	0	1

Adv Engine Performance

AUT-281

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

Class	Lab	Clinic	Credit
2	2	0	3

Principles of Biology

BIO-110

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.

Class	Lab	Clinic	Credit
3	3	0	4

General Biology I

BIO-111

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

Class	Lab	Clinic	Credit
3	3	0	4

General Biology II

BIO-112

Prerequisites: Take BIO-111

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.

Class	Lab	Clinic	Credit
3	3	0	4

Introductory Botany

BIO-120

Prerequisites: Take One: BIO-110 or BIO-111

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants.

Class	Lab	Clinic	Credit
3	3	0	4

Introductory Zoology

BIO-130

Prerequisites: Take One: BIO-110 or BIO-111

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.

Class	Lab	Clinic	Credit
3	3	0	4

Environmental Biology

BIO-140

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues.

Class	Lab	Clinic	Credit
3	0	0	3

Environmental Biology Lab

BIO-140A

Corequisite: Take BIO-140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.

Class	Lab	Clinic	Credit
0	3	0	1

Regional Natural History

BIO-146

This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region.

Class	Lab	Clinic	Credit
3	3	0	4

Nutrition

BIO-155

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as wellas nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Human Biology

BIO-161

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

Class	Lab	Clinic	Credit
3	0	0	3

Basic Anat & Physiology

BIO-163

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

Class	Lab	Clinic	Credit
4	2	0	5

Anatomy and Physiology I

BIO-165

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Class	Lab	Clinic	Credit
3	3	0	4

Anatomy and Physiology II

BIO-166

Prerequisites: Take BIO-165

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

Class	Lab	Clinic	Credit
3	3	0	4

Anatomy and Physiology I

BIO-168

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Class	Lab	Clinic	Credit
3	3	0	4

Anatomy and Physiology II

BIO-169

Prerequisites: Take BIO-168

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Class	Lab	Clinic	Credit
3	3	0	4

Microbes in World Affairs

BIO-173

Prerequisites: Take One: BIO-110 or BIO-111

This course provides an integrated and comprehensive study of the microbial world and its influence on global events and human affairs. Topics include plant and animal diseases caused by viral, bacterial, and fungal pathogens and their impacts on history, industrial microbiology, biotechnology, and microbial ecology. Upon completion, students should be able to demonstrate an understanding of the importance of microbes in human and world affairs.

Class	Lab	Clinic	Credit
3	0	0	3

General Microbiology

BIO-175

Prerequisites: Take One: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

Class	Lab	Clinic	Credit
2	2	0	3

Marine Biology

BIO-243

Prerequisites: Take One: BIO-110 or BIO-111

This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology.

Class	Lab	Clinic	Credit
3	3	0	4

Genetics

BIO-250

Prerequisites: Take BIO-112

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

Class	Lab	Clinic	Credit
3	3	0	4

Pathophysiology

BIO-271

Prerequisites: Take One: BIO-163, BIO-166, or BIO-169

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.

Class	Lab	Clinic	Credit
3	0	0	3

Microbiology

BIO-275

Prerequisites: Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

Class	Lab	Clinic	Credit
3	3	0	4

Print Reading

BPR-111

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Class	Lab	Clinic	Credit
1	2	0	2

Blueprint Reading-Mech

BPR-121

Prerequisites: Take One: BPR-111 or MAC-131

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

Class	Lab	Clinic	Credit
1	2	0	2

Introduction to Business

BUS-110

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

Class	Lab	Clinic	Credit
3	0	0	3

Business Law I

BUS-115

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Class	Lab	Clinic	Credit
3	0	0	3

Business Law II

BUS-116

Prerequisites: Take BUS-115

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Class	Lab	Clinic	Credit
3	0	0	3

Business Math

BUS-121

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Class	Lab	Clinic	Credit
2	2	0	3

Principles of Management

BUS-137

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

Class	Lab	Clinic	Credit
3	0	0	3

Entrepreneurship I

BUS-139

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Class	Lab	Clinic	Credit
3	0	0	3

Business Insurance

BUS-147

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

Class	Lab	Clinic	Credit
3	0	0	3

Human Resource Management

BUS-153

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Class	Lab	Clinic	Credit
3	0	0	3

Business Finance

BUS-225

Prerequisites: Take ACC-120

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Class	Lab	Clinic	Credit
2	2	0	3

Bus Applications Seminar

BUS-239

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

Class	Lab	Clinic	Credit
1	2	0	2

Business Ethics

BUS-240

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Class	Lab	Clinic	Credit
3	0	0	3

Entrepreneurship II

BUS-245

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

Class	Lab	Clinic	Credit
3	0	0	3

Business Psychology

BUS-251

This course provides an overview of organizational psychology in a business setting. Topics include employee motivation, organizational structure, leadership, conflict resolution, and job satisfaction. Upon completion, students should be able to interact effectively within a business organization.

Class	Lab	Clinic	Credit
2	0	0	2

Business Communication

BUS-260

Prerequisites: Take One: ENG-110 or ENG-111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Class	Lab	Clinic	Credit
3	0	0	3

Business Management Issues

BUS-285

Prerequisites: Take BUS-137

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

Class	Lab	Clinic	Credit
2	2	0	3

Concepts in Chemistry

CHM-115

This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Chemistry

CHM-131

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Chemistry Lab

CHM-131A

Corequisite: Take CHM-131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

Class	Lab	Clinic	Credit
0	3	0	1

Organic and Biochemistry

CHM-132

Prerequisites: Take one set: Set 1: CHM-131 and CHM-131A Set 2: CHM-151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.

Class	Lab	Clinic	Credit
3	3	0	4

General Chemistry I

CHM-151

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.

Class	Lab	Clinic	Credit
3	3	0	4

General Chemistry II

CHM-152

Prerequisites: Take CHM-151

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields.

Class	Lab	Clinic	Credit
3	3	0	4

Introduction to Computers

CIS-110

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Class	Lab	Clinic	Credit
2	2	0	3

Basic PC Literacy

CIS-111

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

Class	Lab	Clinic	Credit
1	2	0	2

Computer Basics

CIS-113

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.

Class	Lab	Clinic	Credit
0	2	0	1

Intro to Prog & Logic

CIS-115

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language.

Class	Lab	Clinic	Credit
2	3	0	3

Basic Law Enforcement Training

CJC-100

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

Class	Lab	Clinic	Credit
10	30	0	20

Intro to Criminal Justice

CJC-111

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

Class	Lab	Clinic	Credit
3	0	0	3

Criminology

CJC-112

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

Class	Lab	Clinic	Credit
3	0	0	3

Juvenile Justice

CJC-113

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

Class	Lab	Clinic	Credit
3	0	0	3

Law Enforcement Operations

CJC-121

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

Class	Lab	Clinic	Credit
3	0	0	3

Community Policing

CJC-122

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

Class	Lab	Clinic	Credit
3	0	0	3

Criminal Law

CJC-131

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

Class	Lab	Clinic	Credit
3	0	0	3

Court Procedure & Evidence

CJC-132

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

Class	Lab	Clinic	Credit
3	0	0	3

Corrections

CJC-141

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

Class	Lab	Clinic	Credit
3	0	0	3

Ethics & Comm Relations

CJC-212

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

Class	Lab	Clinic	Credit
3	0	0	3

Substance Abuse

CJC-213

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

Class	Lab	Clinic	Credit
3	0	0	3

Organization & Administration

CJC-215

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

Class	Lab	Clinic	Credit
3	0	0	3

Investigative Principles

CJC-221

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

Class	Lab	Clinic	Credit
3	2	0	4

Organized Crime

CJC-223

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

Class	Lab	Clinic	Credit
3	0	0	3

Crisis Intervention

CJC-225

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

Class	Lab	Clinic	Credit
3	0	0	3

Constitutional Law

CJC-231

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

Class	Lab	Clinic	Credit
3	0	0	3

Correctional Law

CJC-233

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

Class	Lab	Clinic	Credit
3	0	0	3

Issues in Crim Justice App

CJC-255

Prerequisites: Take All: CJC-111, CJC-221, and CJC-231

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Communication

COM-110

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.

Class	Lab	Clinic	Credit
3	0	0	3

Intro Interpersonal Com

COM-120

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

Class	Lab	Clinic	Credit
3	0	0	3

Public Speaking

COM-231

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

Class	Lab	Clinic	Credit
3	0	0	3

Cosmetology Concepts I

COS-111

Corequisite: Take COS-112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

Class	Lab	Clinic	Credit
4	0	0	4

Salon I

COS-112

Corequisite: Take COS-111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

Class	Lab	Clinic	Credit
0	24	0	8

Cosmetology Concepts II

COS-113

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Class	Lab	Clinic	Credit
4	0	0	4

Salon II

COS-114

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Class	Lab	Clinic	Credit
0	24	0	8

Cosmetology Concepts III

COS-115

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Class	Lab	Clinic	Credit
4	0	0	4

Salon III

COS-116

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Class	Lab	Clinic	Credit
0	12	0	4

Cosmetology Concepts IV

COS-117

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

Class	Lab	Clinic	Credit
2	0	0	2

Salon IV

COS-118

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

Class	Lab	Clinic	Credit
0	21	0	7

Esthetics Concepts I

COS-119

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

Class	Lab	Clinic	Credit
2	0	0	2

Esthetics Salon I

COS-120

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

Class	Lab	Clinic	Credit
0	18	0	6

Manicure/Nail Technology I

COS-121

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

Class	Lab	Clinic	Credit
4	6	0	6

Esthetics Concepts II

COS-125

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis.Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

Class	Lab	Clinic	Credit
2	0	0	2

Manicure/Nail Tech. II

COS-222

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Class	Lab	Clinic	Credit
4	6	0	6

Contemp Hair Coloring

COS-223

Prerequisites: Take All: COS-111 and COS-112

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems.

Class	Lab	Clinic	Credit
1	3	0	2

Trichology & Chemistry

COS-224

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

Class	Lab	Clinic	Credit
1	3	0	2

Contemporary Design

COS-240

Prerequisites: Take All: COS-111 and COS-112

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

Class	Lab	Clinic	Credit
1	3	0	2

Computerized Salon Ops

COS-250

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

Class	Lab	Clinic	Credit
1	0	0	1

Instructor Concepts I

COS-271

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

Class	Lab	Clinic	Credit
5	0	0	5

Instructor Practicum I

COS-272

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Class	Lab	Clinic	Credit
0	21	0	7

Instructor Concepts II

COS-273

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

Class	Lab	Clinic	Credit
5	0	0	5

Instructor Practicum II

COS-274

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

Class	Lab	Clinic	Credit
0	21	0	7

C++ Programming

CSC-134

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

Class	Lab	Clinic	Credit
2	3	0	3

Visual BASIC Programming

CSC-139

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

Class	Lab	Clinic	Credit
2	3	0	3

Object-Oriented Prog

CSC-143

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

Class	Lab	Clinic	Credit
2	3	0	3

JAVA Programming

CSC-151

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs.

Class	Lab	Clinic	Credit
2	3	0	3

Advanced C++ Programming

CSC-234

Prerequisites: Take CSC-134

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

Class	Lab	Clinic	Credit
2	3	0	3

Advanced Visual BASIC Prog

CSC-239

Prerequisites: Take CSC-139

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Class	Lab	Clinic	Credit
2	3	0	3

Programming Capstone Project

CSC-289

Prerequisites: Take CTS-285

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

Class	Lab	Clinic	Credit
1	4	0	3

Web, Pgm, & Db Foundation

CTI-110

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

Class	Lab	Clinic	Credit
2	2	0	3

Network & Sec Foundation

CTI-120

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

Class	Lab	Clinic	Credit
2	2	0	3

Virtualization Concepts

CTI-140

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

Class	Lab	Clinic	Credit
1	4	0	3

Info Sys Business Concepts

CTS-115

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

Class	Lab	Clinic	Credit
3	0	0	3

Hardware/Software Support

CTS-120

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

Class	Lab	Clinic	Credit
2	3	0	3

Spreadsheet

CTS-130

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Class	Lab	Clinic	Credit
2	2	0	3

Integrated Software Intro

CTS-135

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

Class	Lab	Clinic	Credit
2	4	0	4

Systems Analysis & Design

CTS-285

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Class	Lab	Clinic	Credit
3	0	0	3

System Support Project

CTS-289

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Class	Lab	Clinic	Credit
1	4	0	3

Database Concepts

DBA-110

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Class	Lab	Clinic	Credit
2	3	0	3

Database Programming I

DBA-120

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Class	Lab	Clinic	Credit
2	2	0	3

SQL Server DB Prog II

DBA-221

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.

Class	Lab	Clinic	Credit
2	2	0	3

Design Process I

DDF-211

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

Class	Lab	Clinic	Credit
1	6	0	4

Design Process II

DDF-212

Prerequisites: Take DDF-211

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

Class	Lab	Clinic	Credit
1	6	0	4

Technical Drafting I

DFT-111

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

Class	Lab	Clinic	Credit
1	3	0	2

Technical Drafting I Lab

DFT-111A

Corequisite: Take DFT-111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

Class	Lab	Clinic	Credit
0	3	0	1

Technical Drafting II

DFT-112

Prerequisites: Take DFT-111

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

Class	Lab	Clinic	Credit
1	3	0	2

Technical Drafting II Lab

DFT-112A

Corequisite: Take DFT-112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

Class	Lab	Clinic	Credit
0	3	0	1

CAD I

DFT-151

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

Class	Lab	Clinic	Credit
2	3	0	3

CAD II

DFT-152

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

Class	Lab	Clinic	Credit
2	3	0	3

Intro Solid Modeling

DFT-154

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

Class	Lab	Clinic	Credit
2	3	0	3

Pattern Design & Layout

DFT-161

This course covers the layout of sheet metal and pipe fittings. Topics include the development of patterns and templates for metalworking industries. Upon completion, students should be able to develop, sketch, produce, and angle layouts.

Class	Lab	Clinic	Credit
1	2	0	2

Theatre Appreciation

DRA-111

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

Class	Lab	Clinic	Credit
3	0	0	3

Acting I

DRA-130

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.

Class	Lab	Clinic	Credit
0	6	0	3

Survey of Economics

ECO-151

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

Class	Lab	Clinic	Credit
3	0	0	3

Prin of Microeconomics

ECO-251

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.

Class	Lab	Clinic	Credit
3	0	0	3

Prin of Macroeconomics

ECO-252

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

Class	Lab	Clinic	Credit
3	0	0	3

Princ & Prac of Inst Asst

EDU-118

Corequisite: Take DRE-097

This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Early Child Educ

EDU-119

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

Class	Lab	Clinic	Credit
4	0	0	4

Child, Family, and Community

EDU-131

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

Class	Lab	Clinic	Credit
3	0	0	3

Child, Family, & Commun

EDU-131

Corequisite: Take DRE-097

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

Class	Lab	Clinic	Credit
3	0	0	3

Child Development I

EDU-144

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

Class	Lab	Clinic	Credit
3	0	0	3

Child Development I

EDU-144

Corequisite: Take DRE-097

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

Class	Lab	Clinic	Credit
3	0	0	3

Child Development II

EDU-145

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

Class	Lab	Clinic	Credit
3	0	0	3

Child Development II

EDU-145

Corequisite: Take DRE-097

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

Class	Lab	Clinic	Credit
3	0	0	3

Child Guidance

EDU-146

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

Class	Lab	Clinic	Credit
3	0	0	3

Child Guidance

EDU-146

Corequisite: Take DRE-097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

Class	Lab	Clinic	Credit
3	0	0	3

Creative Activities

EDU-151

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

Class	Lab	Clinic	Credit
3	0	0	3

Creative Activities

EDU-151

Corequisite: Take DRE-097

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

Class	Lab	Clinic	Credit
3	0	0	3

Health, Safety and Nutrition

EDU-153

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

Class	Lab	Clinic	Credit
3	0	0	3

Health, Safety & Nutrit

EDU-153

Corequisite: Take DRE-097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

Class	Lab	Clinic	Credit
3	0	0	3

Active Play

EDU-157

This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development.

Class	Lab	Clinic	Credit
2	2	0	3

Active Play

EDU-157

Corequisite: Take DRE-097

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

Class	Lab	Clinic	Credit
2	2	0	3

Early Child Intro Pract

EDU-184

Prerequisites: Take EDU-119 **Corequisite:** Take DRE-097

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Class	Lab	Clinic	Credit
1	3	0	2

Children With Exceptionalities

EDU-221

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

Class	Lab	Clinic	Credit
3	0	0	3

Children With Exceptional

EDU-221

Prerequisites: Take one set: Set 1: EDU-144, EDU-145 Set 2: PSY-244 PSY-245 **Corequisite:** Take DRE-098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to

recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

Class	Lab	Clinic	Credit
3	0	0	3

Infants, Toddlers, and Twos

EDU-234

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

Class	Lab	Clinic	Credit
3	0	0	3

Infants, Toddlers, & Twos

EDU-234

Prerequisites: Take EDU-119 **Corequisite:** Take DRE-098
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful

relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

Class	Lab	Clinic	Credit
3	0	0	3

School-Age Develop & Programs

EDU-235

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

Class	Lab	Clinic	Credit
3	0	0	3

School-Age Dev & Program

EDU-235

Corequisite: Take DRE-098

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

Class	Lab	Clinic	Credit
3	0	0	3

Math & Sci Activities

EDU-252

Corequisite: Take DRE-098

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

Class	Lab	Clinic	Credit
3	0	0	3

Early Childhood Admin I

EDU-261

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state

licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

Class	Lab	Clinic	Credit
3	0	0	3

Early Childhood Admin I

EDU-261

Corequisite: Take All: DRE-098 and EDU-119
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

Class	Lab	Clinic	Credit
3	0	0	3

Early Childhood Admin II

EDU-262

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to

define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

Class	Lab	Clinic	Credit
3	0	0	3

Early Childhood Admin II

EDU-262

Prerequisites: Take EDU-261 **Corequisite:** Take All: DRE-098 and EDU-119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

Class	Lab	Clinic	Credit
3	0	0	3

Educational Technology

EDU-271

Corequisite: Take DRE-098

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a

variety of technology resources and demonstrate appropriate technology skills in educational environments.

Class	Lab	Clinic	Credit
2	2	0	3

Language/Literacy Experiences

EDU-280

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

Class	Lab	Clinic	Credit
3	0	0	3

Language & Literacy Exp

EDU-280

Corequisite: Take DRE-098

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices.

Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

Class	Lab	Clinic	Credit
3	0	0	3

Early Child Capstone Prac

EDU-284

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

Class	Lab	Clinic	Credit
1	9	0	4

Early Child Capstone Prac

EDU-284

Prerequisites: Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151 Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151 Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151

Corequisite: Take DRE-098

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and

environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Class	Lab	Clinic	Credit
1	9	0	4

Statics/Strength of Mater

EGR-250

Prerequisites: Take One: MAT-121 or MAT-171

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

Class	Lab	Clinic	Credit
4	3	0	5

Design Project

EGR-285

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

Class	Lab	Clinic	Credit
0	4	0	2

Residential Wiring

ELC-113

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Class	Lab	Clinic	Credit
2	6	0	4

Commercial Wiring

ELC-114

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon

completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

Class	Lab	Clinic	Credit
2	6	0	4

Industrial Wiring

ELC-115

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

Class	Lab	Clinic	Credit
2	6	0	4

Advanced Residential Wiring

ELC-122

Prerequisites: Take ELC-113

This course introduces advanced topics in residential electrical installations including the requirements of the National Electrical Code (NEC). Topics include NEC, special purpose outlets, telephone and low voltage signal systems, swimming pool electrical systems, home automation systems, standby power systems and residential utility-interactive photovoltaic systems. Upon

completion, students should be able to properly install conduits, wiring, electrical distribution equipment, low voltage, standby power, automated systems, and utility-interactive photovoltaic systems associated with advanced residential electrical installations.

Class	Lab	Clinic	Credit
2	4	0	4

Intro to PLC

ELC-128

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

Class	Lab	Clinic	Credit
2	3	0	3

Circuit Analysis I

ELC-131

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion,

students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Circuit Analysis I Lab

ELC-131A

Corequisite: Take ELC-131

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

Class	Lab	Clinic	Credit
0	3	0	1

Electrical Drawings

ELC-132

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings.

Class	Lab	Clinic	Credit
1	3	0	2

Electrical Machines

ELC-135

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

Class	Lab	Clinic	Credit
2	2	0	3

Electrical Machines II

ELC-136

This course covers DC/AC machine fundamentals including applications and control. Topics include control devices and induction single and polyphase AC motors, DC motors, stepper, and special purpose motors. Upon completion, students should be able to perform regulation and efficiency calculations and apply motor theory to practical control applications.

Class	Lab	Clinic	Credit
3	3	0	4

Electric Power Systems

ELC-231

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.

Class	Lab	Clinic	Credit
3	2	0	4

Analog Electronics I

ELN-131

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Analog Electronics II

ELN-132

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Digital Electronics

ELN-133

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able

to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Intro to Microprocessors

ELN-232

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Microprocessor Systems

ELN-233

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Communication Systems

ELN-234

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

Class	Lab	Clinic	Credit
3	3	0	4

Fiber Optics and Lasers

ELN-236

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

Class	Lab	Clinic	Credit
3	2	0	4

Writing and Inquiry

ENG-111

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090* Set 2: ENG-095* Set 3: DRE-098 *These are archived courses which are no longer available for enrollment. They will be removed in Summer 2015.

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Class	Lab	Clinic	Credit
3	0	0	3

Writing/Research in the Disc

ENG-112

Prerequisites: Take ENG-111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

Class	Lab	Clinic	Credit
3	0	0	3

Literature-Based Research

ENG-113

Prerequisites: Take ENG-111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.

Class	Lab	Clinic	Credit
3	0	0	3

Prof Research & Reporting

ENG-114

Prerequisites: Take ENG-111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.

Class	Lab	Clinic	Credit
3	0	0	3

Creative Writing I

ENG-125

Prerequisites: Take ENG-111

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Literature

ENG-131

Prerequisites: Take ENG-111 **Corequisite:** Take One: ENG-112, ENG-113, or ENG-114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Drama

ENG-132

Prerequisites: Take ENG-111 **Corequisite:** Take One: ENG-112, ENG-113, or ENG-114

This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama.

Class	Lab	Clinic	Credit
3	0	0	3

American Literature I

ENG-231

Prerequisites: Take One: ENG-112, ENG 113, or ENG 114

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Class	Lab	Clinic	Credit
3	0	0	3

American Literature II

ENG-232

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Class	Lab	Clinic	Credit
3	0	0	3

British Literature I

ENG-241

Prerequisites: Take ENG-112, ENG-113, or ENG-114

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

Class	Lab	Clinic	Credit
3	0	0	3

British Literature II

ENG-242

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

Class	Lab	Clinic	Credit
3	0	0	3

Southern Literature

ENG-272

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

Class	Lab	Clinic	Credit
3	0	0	3

African-American Literature

ENG-273

Prerequisites: Take One: ENG-112, ENG-113, or ENG-114

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

Class	Lab	Clinic	Credit
3	0	0	3

Elementary French I

FRE-111

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.

Class	Lab	Clinic	Credit
3	0	0	3

Elementary French II

FRE-112

Prerequisites: Take FRE-111

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness.

Class	Lab	Clinic	Credit
3	0	0	3

Geology

GEL-111

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

Class	Lab	Clinic	Credit
3	2	0	4

Introduction to Geography

GEO-110

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions.

Class	Lab	Clinic	Credit
3	0	0	3

World Regional Geography

GEO-111

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

Class	Lab	Clinic	Credit

Class	Lab	Clinic	Credit
3	0	0	3

Personal Health/Wellness

HEA-110

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

Class	Lab	Clinic	Credit
3	0	0	3

First Aid & CPR

HEA-112

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

Class	Lab	Clinic	Credit
1	2	0	2

Diesel Engines

HET-110

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is laced on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

Class	Lab	Clinic	Credit
3	9	0	6

Power Trains

HET-114

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

Class	Lab	Clinic	Credit
3	6	0	5

Electronic Engines

HET-115

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturere' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

Class	Lab	Clinic	Credit
2	3	0	3

Preventive Maintenance

HET-125

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

Class	Lab	Clinic	Credit
1	3	0	2

World Civilizations I

HIS-111

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

Class	Lab	Clinic	Credit
3	0	0	3

World Civilizations II

HIS-112

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Global History

HIS-115

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues.

Class	Lab	Clinic	Credit
3	0	0	3

American History I

HIS-131

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

Class	Lab	Clinic	Credit
3	0	0	3

American History II

HIS-132

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.

Class	Lab	Clinic	Credit
3	0	0	3

The Second World War

HIS-145

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War.

Class	Lab	Clinic	Credit
3	0	0	3

Women and History

HIS-162

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history.

Class	Lab	Clinic	Credit
3	0	0	3

History of Sports

HIS-164

This course surveys the history of sports in human society. Topics include the development of sports in their social, cultural, and historical contexts. Upon completion, students should be able to analyze the significance of sports in human culture.

Class	Lab	Clinic	Credit
3	0	0	3

African-American History

HIS-221

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

Class	Lab	Clinic	Credit
3	0	0	3

The Civil War

HIS-226

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War.

Class	Lab	Clinic	Credit
3	0	0	3

North Carolina History

HIS-236

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Human Services

HSE-110

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

Class	Lab	Clinic	Credit
2	2	0	3

Group Process I

HSE-112

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

Class	Lab	Clinic	Credit
1	2	0	2

Interviewing Techniques

HSE-123

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

Class	Lab	Clinic	Credit
2	2	0	3

Counseling

HSE-125

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

Class	Lab	Clinic	Credit
2	2	0	3

Human Services Issues

HSE-210

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

Class	Lab	Clinic	Credit
2	0	0	2

Case Management

HSE-220

Prerequisites: Take HSE-110

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

Class	Lab	Clinic	Credit
2	2	0	3

Crisis Intervention

HSE-225

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

Class	Lab	Clinic	Credit
3	0	0	3

Issues in Client Services

HSE-240

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Class	Lab	Clinic	Credit
3	0	0	3

Critical Thinking

HUM-115

Prerequisites: Take One Set: Set 1: DRE-098 Set 2: ENG-090 and RED-090* Set 3: ENG-095* *These are archived courses which are no longer available for enrollment. They will be removed in Summer 2015.

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts.

Class	Lab	Clinic	Credit
3	0	0	3

Cultural Studies

HUM-120

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture.

Class	Lab	Clinic	Credit
3	0	0	3

The Nature of America

HUM-121

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life.

Class	Lab	Clinic	Credit
3	0	0	3

Southern Culture

HUM-122

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture.

Class	Lab	Clinic	Credit
3	0	0	3

American Women's Studies

HUM-150

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Film

HUM-160

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

Class	Lab	Clinic	Credit
2	2	0	3

Internat Cultural Explor

HUM-180

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements.

Class	Lab	Clinic	Credit
2	3	0	3

Hydraulics/Pneumatics I

HYD-110

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Class	Lab	Clinic	Credit
2	3	0	3

Hyd/Hydrostatic Const

HYD-134

This course covers the hydraulic/hydrostatic components of construction equipment hydraulics and power trains. Topics include testing, adjusting, repair, and replacement of components that are applied to construction equipment hydraulics and transmissions along with other related topics. Upon completion, students should be able to use proper diagnostic procedures and identify, repair, and replace hydraulic and hydrostatic systems on construction equipment.

Class	Lab	Clinic	Credit
2	4	0	4

Advanced Hydraulics

HYD-210

Prerequisites: Take One Course: HYD-110, HYD-111, or HYD-112

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems.

Class	Lab	Clinic	Credit
1	3	0	2

Industrial Safety

ISC-112

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Class	Lab	Clinic	Credit
2	0	0	2

Machining Technology I

MAC-111

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Class	Lab	Clinic	Credit
2	12	0	6

Machining Technology II

MAC-112

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Class	Lab	Clinic	Credit
2	12	0	6

Machining Technology III

MAC-113

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

Class	Lab	Clinic	Credit
2	12	0	6

Intro to CNC

MAC-121

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

Class	Lab	Clinic	Credit
2	0	0	2

Math Measurement & Literacy

MAT-110

Prerequisites: Take All: DMA-010, DMA-020, and DMA-030

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Class	Lab	Clinic	Credit
2	2	0	3

Algebra/Trigonometry I

MAT-121

Prerequisites: Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Class	Lab	Clinic	Credit
2	2	0	3

Algebra/Trigonometry II

MAT-122

Prerequisites: Take MAT-121

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Class	Lab	Clinic	Credit
2	2	0	3

Mathematical Concepts I

MAT-141

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-121 Set 3: MAT-171

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts.

Class	Lab	Clinic	Credit
3	0	0	3

Quantitative Literacy

MAT-143

Prerequisites: Take All One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-095* Set 3: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-090* and RED-090* *These are archived courses which are no longer available for enrollment. They will be removed in Summer 2015.

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

Class	Lab	Clinic	Credit
2	2	0	3

Statistical Methods I

MAT-152

Prerequisites: Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important

characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.

Class	Lab	Clinic	Credit
3	2	0	4

Precalculus Algebra

MAT-171

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: MAT-121

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.

Class	Lab	Clinic	Credit
3	2	0	4

Precalculus Trigonometry

MAT-172

Prerequisites: Take MAT-171

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.

Class	Lab	Clinic	Credit
3	2	0	4

Brief Calculus

MAT-263

Prerequisites: Take MAT-171

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

Class	Lab	Clinic	Credit
3	2	0	4

Calculus I

MAT-271

Prerequisites: Take: MAT-172

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

Class	Lab	Clinic	Credit

Class	Lab	Clinic	Credit
3	2	0	4

Calculus II

MAT-272

Prerequisites: Take MAT-271

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.

Class	Lab	Clinic	Credit
3	2	0	4

Calculus III

MAT-273

Prerequisites: Take MAT-272

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology.

Class	Lab	Clinic	Credit

Class	Lab	Clinic	Credit
3	2	0	4

Machine Processes I

MEC-111

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

Class	Lab	Clinic	Credit
1	4	0	3

Machine Processes II

MEC-112

Prerequisites: Take MEC-111

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

Class	Lab	Clinic	Credit
2	3	0	3

CNC Machining Processes

MEC-128

This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.

Class	Lab	Clinic	Credit
2	4	0	4

Mfg Materials I

MEC-145

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

Class	Lab	Clinic	Credit

Class	Lab	Clinic	Credit
2	3	0	3

Manufacturing Processes I

MEC-161

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

Class	Lab	Clinic	Credit
3	0	0	3

Manufacturing Proc I Lab

MEC-161A

Corequisite: Take MEC-161

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

Class	Lab	Clinic	Credit
0	3	0	1

Comp-Aided Manufact I

MEC-231

This course introduces computer-aided design/ manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

Class	Lab	Clinic	Credit
1	4	0	3

Manufacturing Process II

MEC-261

Prerequisites: Take MEC-161

This course covers advanced manufacturing processes. Topics include advanced concepts of work handling, automated manufacturing processes, production methods, and setups. Upon completion, students should be able to set up to manufacture a product on a production basis.

Class	Lab	Clinic	Credit
2	4	0	4

Principles of Marketing

MKT-120

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

Class	Lab	Clinic	Credit
3	0	0	3

Advertising and Sales Promotio

MKT-220

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Class	Lab	Clinic	Credit
3	0	0	3

Customer Service

MKT-223

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to MLT

MLT-110

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

Class	Lab	Clinic	Credit
2	3	0	3

Urinalysis & Body Fluids

MLT-111

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

Class	Lab	Clinic	Credit
1	3	0	2

Medical Lab Chemistry

MLT-118

This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function.

Class	Lab	Clinic	Credit
3	0	0	3

Hematology/Hemostasis I

MLT-120

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

Class	Lab	Clinic	Credit
3	3	0	4

Immunohematology I

MLT-125

This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.

Class	Lab	Clinic	Credit
4	3	0	5

Clinical Chemistry I

MLT-130

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

Class	Lab	Clinic	Credit
3	3	0	4

Intro to Microbiology

MLT-140

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

Class	Lab	Clinic	Credit
2	3	0	3

General Clinical Micro

MLT-141

Prerequisites: Take BIO-175

This course is a comprehensive survey of clinical microbiology. Emphasis is placed on morphology and identification of pathogenic organisms covering both basic and special areas of clinical microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting clinical microbiology procedures.

Class	Lab	Clinic	Credit
2	2	0	3

Professional Issues

MLT-215

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

Class	Lab	Clinic	Credit
1	0	0	1

Special Clin Microbiology

MLT-240

Prerequisites: Take MLT-140

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

Class	Lab	Clinic	Credit
2	3	0	3

MLT Practicum III

MLT-271

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

Class	Lab	Clinic	Credit
0	0	3	1

MLT Practicum I

MLT-283

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

Class	Lab	Clinic	Credit
0	0	39	13

Music Appreciation

MUS-110

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Jazz

MUS-112

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.

Class	Lab	Clinic	Credit
3	0	0	3

History of Rock Music

MUS-210

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras.

Class	Lab	Clinic	Credit
3	0	0	3

Nurse Aide I

NAS-101

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

Class	Lab	Clinic	Credit
3	4	3	6

Nurse Aide II

NAS-102

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

Class	Lab	Clinic	Credit
3	2	6	6

Introduction to Networks

NET-125

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Class	Lab	Clinic	Credit
1	4	0	3

Routing Basics

NET-126

Prerequisites: Take NET-125

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Class	Lab	Clinic	Credit
1	4	0	3

Netwking. Troubleshooting

NET-235

This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems.

Class	Lab	Clinic	Credit
2	2	0	3

Networking Project

NET-289

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Class	Lab	Clinic	Credit
1	4	0	3

Operating Systems Concepts

NOS-110

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Class	Lab	Clinic	Credit
2	3	0	3

Linux/UNIX Single User

NOS-120

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

Class	Lab	Clinic	Credit
2	2	0	3

Windows Single User

NOS-130

Prerequisites: Take One: CET-211, CTI-130, or NOS-110

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Class	Lab	Clinic	Credit
2	2	0	3

Linux/Unix Admin I

NOS-220

Prerequisites: Take NOS-120

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Class	Lab	Clinic	Credit
2	2	0	3

Windows Administration I

NOS-230

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

Class	Lab	Clinic	Credit
2	2	0	3

Practical Nursing I

NUR-101

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
7	6	6	11

Practical Nursing II

NUR-102

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
7	0	9	10

Practical Nursing III

NUR-103

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

Class	Lab	Clinic	Credit
6	0	9	9

Intro to Health Concepts

NUR-111

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
4	6	6	8

Health-Illness Concepts

NUR-112

Prerequisites: Take NUR-111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
3	0	6	5

Family Health Concepts

NUR-113

Prerequisites: Take NUR-111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
3	0	6	5

Holistic Health Concepts

NUR-114

Prerequisites: Take NUR-111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
3	0	6	5

Pharmacology

NUR-117

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects.Upon completion, students should be able to compute dosages and administer medication safely.

Class	Lab	Clinic	Credit
1	3	0	2

Health Care Concepts

NUR-211

Prerequisites: Take NUR-111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Class	Lab	Clinic	Credit
3	0	6	5

Health System Concepts

NUR-212

Prerequisites: Take NUR-111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course

Class	Lab	Clinic	Credit
3	0	6	5

Complex Health Concepts

NUR-213

Prerequisites: Take NUR-111 **Corequisite:** Take All: NUR-112, NUR-113, NUR-114, NUR-211, and NUR-212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

Class	Lab	Clinic	Credit
4	3	15	10

Comprehensive Keyboarding

OST-130

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

Class	Lab	Clinic	Credit
2	2	0	3

Text Entry & Formatting

OST-134

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

Class	Lab	Clinic	Credit
2	2	0	3

Adv Text Entry & Format

OST-135

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Class	Lab	Clinic	Credit
2	2	0	3

Adv Text Entry & Format

OST-135

Prerequisites: Take OST-134

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Class	Lab	Clinic	Credit
3	2	0	4

Word Processing

OST-136

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Class	Lab	Clinic	Credit
2	2	0	3

Office Applications I

OST-137

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

Class	Lab	Clinic	Credit
2	2	0	3

Office Software Applicat.

OST-137

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

Class	Lab	Clinic	Credit
2	2	0	3

Office Applications II

OST-138

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

Class	Lab	Clinic	Credit
2	2	0	3

Med Office Terms I

OST-141

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Class	Lab	Clinic	Credit
3	0	0	3

Med Terms I-Med Office

OST-141

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Class	Lab	Clinic	Credit
3	0	0	3

Med Office Terms II

OST-142

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Class	Lab	Clinic	Credit
3	0	0	3

Med Terms II-Med Office

OST-142

Prerequisites: Take OST-141

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Class	Lab	Clinic	Credit
3	0	0	3

Med Ins & Billing

OST-148

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Class	Lab	Clinic	Credit
3	0	0	3

Med Coding Billing & Insu

OST-148

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Class	Lab	Clinic	Credit
3	0	0	3

Medical Legal Issues

OST-149

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

Class	Lab	Clinic	Credit
3	0	0	3

Office Finance Solutions

OST-153

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

Class	Lab	Clinic	Credit
2	2	0	3

Office Finance Solutions

OST-153

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

Class	Lab	Clinic	Credit
1	2	0	2

Office Editing

OST-164

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

Class	Lab	Clinic	Credit
3	0	0	3

Text Editing Applications

OST-164

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Office Systems

OST-181

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

Class	Lab	Clinic	Credit
2	2	0	3

Records Management

OST-184

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

Class	Lab	Clinic	Credit
2	2	0	3

Office Publications Design

OST-233

Prerequisites: Take OST-136

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

Class	Lab	Clinic	Credit
2	2	0	3

Adv Word Processing

OST-236

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

Class	Lab	Clinic	Credit
2	2	0	3

Adv Word/Information Proc

OST-236

Prerequisites: Take OST-136

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

Class	Lab	Clinic	Credit
2	2	0	3

Med Ofc Transcription I

OST-241

Prerequisites: Take One: MED-121 or OST-141

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

Class	Lab	Clinic	Credit
1	2	0	2

Med Ofc Transcription II

OST-242

Prerequisites: Take OST-241

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

Class	Lab	Clinic	Credit
1	2	0	2

Med Office Simulation

OST-243

Prerequisites: Take OST-148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

Class	Lab	Clinic	Credit
2	2	0	3

Med Document Processing

OST-244

This course provides a hands-on approach in processing medical documents. Emphasis is placed on creating and editing medical documents. Upon completion, students should be able to prepare accurately formatted medical documents.

Class	Lab	Clinic	Credit
2	2	0	3

Procedure Coding

OST-247

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Class	Lab	Clinic	Credit
2	2	0	3

Procedure Coding

OST-247

Prerequisites: Take MED-121 or OST-141

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Class	Lab	Clinic	Credit
1	2	0	2

Diagnostic Coding

OST-248

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Class	Lab	Clinic	Credit
2	2	0	3

Diagnostic Coding

OST-248

Prerequisites: Take MED-121 or OST-141

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Class	Lab	Clinic	Credit
1	2	0	2

Professional Development

OST-286

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

Class	Lab	Clinic	Credit
3	0	0	3

Office Admin Capstone

OST-289

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

Class	Lab	Clinic	Credit
2	2	0	3

Administrative Office Mgt

OST-289

Prerequisites: Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Class	Lab	Clinic	Credit
2	2	0	3

Instrumentation Controls

PCI-162

This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems.

Class	Lab	Clinic	Credit
2	3	0	3

Fit and Well for Life

PED-110

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

Class	Lab	Clinic	Credit
1	2	0	2

Physical Fitness I

PED-111

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

Class	Lab	Clinic	Credit
0	3	0	1

Aerobics I

PED-113

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

Class	Lab	Clinic	Credit
0	3	0	1

Weight Training I

PED-117

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

Class	Lab	Clinic	Credit
0	3	0	1

Weight Training II

PED-118

Prerequisites: Take PED-117

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

Class	Lab	Clinic	Credit
0	3	0	1

Self-Defense: Beginning

PED-125

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

Class	Lab	Clinic	Credit
0	2	0	1

Golf-Beginning

PED-128

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

Class	Lab	Clinic	Credit
0	2	0	1

Tennis-Beginning

PED-130

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

Class	Lab	Clinic	Credit
0	2	0	1

Tennis-Intermediate

PED-131

Prerequisites: Take PED-130

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

Class	Lab	Clinic	Credit
0	2	0	1

Badminton

PED-137

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

Class	Lab	Clinic	Credit
0	2	0	1

Archery

PED-138

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.

Class	Lab	Clinic	Credit
0	2	0	1

Volleyball-Beginning

PED-143

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

Class	Lab	Clinic	Credit
0	2	0	1

Volleyball-Intermediate

PED-144

Prerequisites: Take PED-143

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Class	Lab	Clinic	Credit
0	2	0	1

Basketball-Beginning

PED-145

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

Class	Lab	Clinic	Credit
0	2	0	1

Soccer

PED-147

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

Class	Lab	Clinic	Credit
0	2	0	1

Softball

PED-148

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

Class	Lab	Clinic	Credit
0	2	0	1

Swimming-Beginning

PED-152

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

Class	Lab	Clinic	Credit
0	2	0	1

Swimming-Intermediate

PED-153

Prerequisites: Take PED-152

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills.

Class	Lab	Clinic	Credit
0	2	0	1

Swimming for Fitness

PED-154

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

Class	Lab	Clinic	Credit
0	3	0	1

Water Aerobics

PED-155

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

Class	Lab	Clinic	Credit
0	3	0	1

Snow Skiing-Beginning

PED-181

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis.

Class	Lab	Clinic	Credit
0	2	0	1

Social Dance-Beginning

PED-187

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

Class	Lab	Clinic	Credit
0	2	0	1

Disc Golf

PED-219

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations.

Class	Lab	Clinic	Credit
0	2	0	1

Lifeguard Training

PED-260

Prerequisites: Take PED-153

This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification.

Class	Lab	Clinic	Credit
1	2	0	2

Philosophical Issues

PHI-215

Prerequisites: Take ENG-111

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

Class	Lab	Clinic	Credit
3	0	0	3

Introduction to Ethics

PHI-240

Prerequisites: Take ENG-111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

Class	Lab	Clinic	Credit
3	0	0	3

Conceptual Physics

PHY-110

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

Class	Lab	Clinic	Credit
3	0	0	3

Conceptual Physics Lab

PHY-110A

Corequisite: Take PHY-110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

Class	Lab	Clinic	Credit
0	2	0	1

Physics-Mechanics

PHY-131

Prerequisites: Take One: MAT-121 or MAT-171

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Class	Lab	Clinic	Credit
3	2	0	4

Physics-Sound & Light

PHY-133

Prerequisites: Take PHY-131

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Class	Lab	Clinic	Credit
3	2	0	4

College Physics I

PHY-151

Prerequisites: Take MAT-171

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Class	Lab	Clinic	Credit
3	2	0	4

College Physics II

PHY-152

Prerequisites: Take PHY-151

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Class	Lab	Clinic	Credit
3	2	0	4

General Physics I

PHY-251

Prerequisites: Take MAT-271 **Corequisite:** Take MAT-272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Class	Lab	Clinic	Credit
3	3	0	4

General Physics II

PHY-252

Prerequisites: Take All: MAT-272 and PHY-251

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Class	Lab	Clinic	Credit
3	3	0	4

Equipment Braking Systems

PME-117

This course covers fundamental theory, adjustments, and repair of hydraulic and pneumatic braking systems used primarily in mobile construction equipment. Emphasis is placed on braking systems used in construction equipment including pneumatic, hydraulic, dynamic, and inboard brakes. Upon completion, students should be able to use proper diagnostic procedures to identify, repair, or replace components.

Class	Lab	Clinic	Credit
2	3	0	3

Undercarriage Components

PME-118

This course covers the fundamentals, function, repair, adjustments, and safety requirements of undercarriage components on track-equipped machines. Topics include identification, measurement, wear points, adjustments, and operation of components on track-equipped machines. Upon completion, students should be able to properly measure, adjust, rebuild or replace undercarriage components.

Class	Lab	Clinic	Credit
1	2	0	2

Const Equip Servicing

PME-221

This course covers the servicing requirements for construction equipment. Topics include pre-delivery, after-sales check, routine servicing, and thousand-hour service. Upon completion, students should be able to locate service points, make minor service adjustments, and perform other routine servicing.

Class	Lab	Clinic	Credit
1	2	0	2

Intro Political Science

POL-110

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems.

Class	Lab	Clinic	Credit
3	0	0	3

American Government

POL-120

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

Class	Lab	Clinic	Credit
3	0	0	3

State & Local Government

POL-130

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

Class	Lab	Clinic	Credit
3	0	0	3

International Relations

POL-220

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.

Class	Lab	Clinic	Credit
3	0	0	3

Life Span Development

PSY-110

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

Class	Lab	Clinic	Credit
3	0	0	3

Interpersonal Psychology

PSY-118

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

Class	Lab	Clinic	Credit
3	0	0	3

General Psychology

PSY-150

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

Class	Lab	Clinic	Credit
3	0	0	3

Psychology of Adjustment

PSY-211

Prerequisites: Take PSY-150

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment.

Class	Lab	Clinic	Credit
3	0	0	3

Psychology of Personality

PSY-239

Prerequisites: Take PSY-150

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior.

Class	Lab	Clinic	Credit
3	0	0	3

Developmental Psych

PSY-241

Prerequisites: Take PSY-150

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

Class	Lab	Clinic	Credit
3	0	0	3

Child Psychology

PSY-243

Prerequisites: Take PSY-150

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.

Class	Lab	Clinic	Credit
3	0	0	3

Abnormal Psychology

PSY-281

Prerequisites: Take PSY-150

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

Class	Lab	Clinic	Credit
3	0	0	3

World Religions

REL-110

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Old Testament

REL-211

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to New Testament

REL-212

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

Class	Lab	Clinic	Credit
3	0	0	3

Substance Abuse Overview

SAB-110

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

Class	Lab	Clinic	Credit
3	0	0	3

Security Concepts

SEC-110

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Class	Lab	Clinic	Credit
2	2	0	3

Security Administration I

SEC-160

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Class	Lab	Clinic	Credit
2	2	0	3

Selected Topics in _____

SEL-192

This course provides an opportunity to explore areas of current interest in the specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Class	Lab	Clinic	Credit
2	6	0	2

Introduction to Sociology

SOC-210

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

Class	Lab	Clinic	Credit
3	0	0	3

Sociology of the Family

SOC-213

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

Class	Lab	Clinic	Credit
3	0	0	3

Social Problems

SOC-220

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

Class	Lab	Clinic	Credit
3	0	0	3

Social Diversity

SOC-225

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

Class	Lab	Clinic	Credit
3	0	0	3

Social Psychology

SOC-240

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society.

Class	Lab	Clinic	Credit
3	0	0	3

Drugs and Society

SOC-245

Prerequisites: Take All: DRE-098 and SOC-210

This course covers the impact of drugs on society and human behavior. Emphasis is placed on the construction of a modern social problem from contrasting historical responses to mind-altering substances. Upon completion, students should be able to apply sociological analysis in evaluating drug use as a societal and interpersonal problem.

Class	Lab	Clinic	Credit
3	0	0	3

Elementary Spanish I

SPA-111

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

Class	Lab	Clinic	Credit
3	0	0	3

Elementary Spanish II

SPA-112

Prerequisites: Take SPA-111

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

Class	Lab	Clinic	Credit
3	0	0	3

Culture and Civilization

SPA-141

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

Class	Lab	Clinic	Credit
3	0	0	3

Cultural Immersion

SPA-161

Prerequisites: Take SPA-111

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

Class	Lab	Clinic	Credit
2	3	0	3

Intermediate Spanish I

SPA-211

Prerequisites: Take SPA-112

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

Class	Lab	Clinic	Credit
3	0	0	3

Intermediate Spanish II

SPA-212

Prerequisites: Take SPA-211

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

Class	Lab	Clinic	Credit
3	0	0	3

Spanish Conversation

SPA-221

Prerequisites: Take SPA-212

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

Class	Lab	Clinic	Credit
3	0	0	3

Intro. to Spanish Inter.

SPI-113

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

Class	Lab	Clinic	Credit
3	0	0	3

Working With Diversity

SWK-113

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

Class	Lab	Clinic	Credit
3	0	0	3

Intro to Transport Tech

TRN-110

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

Class	Lab	Clinic	Credit
1	2	0	2

Basic Transp Electricity

TRN-120

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

Class	Lab	Clinic	Credit
4	3	0	5

Basic Transp Electrical Lab

TRN-120A

Corequisite: Take TRN-120

This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

Class	Lab	Clinic	Credit
0	3	0	1

Intro to Sustainable Transp

TRN-130

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

Class	Lab	Clinic	Credit
2	2	0	3

Transp Climate Control

TRN-140

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

Class	Lab	Clinic	Credit
1	2	0	2

Transp Climate Cont Lab

TRN-140A

Corequisite: Take TRN-140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

Class	Lab	Clinic	Credit
1	2	0	2

Adv Transp Electronics

TRN-145

Prerequisites: Take TRN-120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC?s, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC?s, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

Class	Lab	Clinic	Credit
2	3	0	3

Pc Skills for Transp

TRN-170

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

Class	Lab	Clinic	Credit
1	2	0	2

Work-Based Learning I

WBL-111

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	1

Work-Based Learning I

WBL-112

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	2

Work-Based Learning I

WBL-113

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	3

Work-Based Learning I

WBL-114

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	4

Work-Based Learning Seminar I

WBL-115

Corequisite: Take One: WBL-111, WBL-112, WBL-113 or WBL-114
This course description may be written by the individual colleges.

Class	Lab	Clinic	Credit
1	0	0	1

Work-Based Learning II

WBL-121

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	1

Work-Based Learning II

WBL-122

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	2

Work-Based Learning II

WBL-123

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	3

Work-Based Learning II

WBL-124

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	4

Work-Based Learning III

WBL-131

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	1

Work-Based Learning III

WBL-132

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	2

Work-Based Learning IV

WBL-212

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class	Lab	Clinic	Credit
0	0	0	2

Internet/Web Fundamentals

WEB-110

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

Class	Lab	Clinic	Credit
2	2	0	3

Web Markup and Scripting

WEB-115

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

Class	Lab	Clinic	Credit
2	2	0	3

PHP Programming

WEB-182

Prerequisites: Take CIS-115

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

Class	Lab	Clinic	Credit
2	2	0	3

Prog for Mobile Devices

WEB-187

Prerequisites: Take CIS-115

This course introduces content development for mobile electronic devices with a focus on business-related, social media, and entertainment applications. Emphasis is placed on developing web content and creating applications for mobile devices, including internet/business practices and techniques for delivery on mobile platforms. Upon completion, students should be able to develop web content and business or entertainment applications for use on mobile electronic devices.

Class	Lab	Clinic	Credit
2	2	0	3

Implementing Web Serv

WEB-230

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

Class	Lab	Clinic	Credit
2	2	0	3

Database Driven Websites

WEB-250

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

Class	Lab	Clinic	Credit
2	2	0	3

Cutting Processes

WLD-110

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Class	Lab	Clinic	Credit
1	3	0	2

Basic Welding Processes

WLD-112

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Class	Lab	Clinic	Credit
1	3	0	2

SMAW (Stick) Plate

WLD-115

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Class	Lab	Clinic	Credit
2	9	0	5

SMAW (stick) Plate/Pipe

WLD-116

Prerequisites: Take WLD-115

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

Class	Lab	Clinic	Credit
1	9	0	4

GMAW (MIG) FCAW/Plate

WLD-121

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Class	Lab	Clinic	Credit
2	6	0	4

GTAW (TIG) Plate

WLD-131

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Class	Lab	Clinic	Credit
2	6	0	4

GTAW (TIG) Plate/Pipe

WLD-132

Prerequisites: Take WLD-131

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

Class	Lab	Clinic	Credit
1	6	0	3

Symbols & Specifications

WLD-141

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Class	Lab	Clinic	Credit
2	2	0	3

Fabrication I

WLD-151

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

Class	Lab	Clinic	Credit
2	6	0	4

Inert Gas Welding

WLD-212

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

Class	Lab	Clinic	Credit
1	3	0	2

Fabrication II

WLD-251

Prerequisites: Take WLD-151

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

Class	Lab	Clinic	Credit
1	6	0	3

Inspection & Testing

WLD-262

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Class	Lab	Clinic	Credit
2	2	0	3

Automated Welding/Cutting

WLD-265

Prerequisites: Take All: WLD-110 and WLD-121

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Class	Lab	Clinic	Credit
2	6	0	4

Procedure 3.2501

Academic Advising Procedure

The Admissions Office assigns advisors based on recommendations by (of) Deans. Changes in assignments may be made when: (1) The advisee or advisor requests a change through the Dean or counselor; (2) the advisor leaves the College or; (3) the student changes his/her curriculum.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *8/24/15*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0917

Academic Dishonesty Procedure

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty by any member of the institution.

Academic Dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records or any other material that is relevant to the student's participation in any course, laboratory, or otherwise academic exercise or function. Attempts at academic dishonesty will be viewed as an attempt to defraud the College and may result in permanent expulsion.

Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in part or in whole) and handing it in as one's own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the administrator or instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than zero on the work.
- The instructor will submit a written report of the incident using the Academic Dishonesty Report Form to the Vice President of Student Services.
- The Vice President of Student Services will determine whether further disciplinary action is warranted.
- All decisions may be appealed for review by the Student Appeals Committee.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *9/21/15, 03/6/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.09

Academic Policy

Beaufort County Community College adheres to the principles of good educational practice. These policies are disseminated to students, faculty, and other interested parties through publications and professional development that accurately represent the programs and services of the institution.

References

Legal References: *Enter legal references here*

SACSCOC References: *CS 3.4.5*

Cross References:

- Attendance Procedure
- Audit Credit Procedure
- Catalog of Record Procedure
- Computation of Grade Point Average (GPA) Procedure
- Grading System Procedure
- Course Substitution Procedure
- Work Based Learning Procedure
- Credit by Articulation for High School Students Procedure
- Repeating Course Work Procedure
- Student Classification Procedure
- Licensing of Graduates Procedure
- Developmental Education Procedure
- Graduation Requirements Procedure
- Prerequisite Procedures
- Comprehensive Articulation Agreement Procedure
- Registration Procedure
- Academic Dishonesty Procedure
- President's and Deans' List Procedure
- Graduate Recognition Procedure
- Usage of Standard English Procedure
- Electronic Devices in Classroom Procedure
- Continuing Education Units (CEU) Procedure
- College Publications Procedure
- Academic Forgiveness Procedure
- Advanced Standing and Transfer Credit Procedure

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *4/5/16*

Implementation Dates: *7/1/2016*

Policy 3.18

Academic Probation Policy

The policy governing academic performance at Beaufort County Community College is intended to assist students in successfully completing a chosen program of study. Since a 2.00 grade point average is required for graduation in all programs, a student is expected to maintain this cumulative average in order to be considered in good academic standing.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Academic Probation Procedure**, **Computation of Grade Point Average (GPA) Procedure**, **Grading System Procedure**

History

Senior Staff Review/Approval Dates: *2/8/2016*

Board of Trustees Review/Approval Dates: *4/5/2016*

Implementation Dates: *7/1/2016*

Procedure 3.1801

Academic Probation Procedure

Any student who falls below the graduation requirements of a 2.00 grade point average will be referred to the counseling department. A period of adjustment is sometimes necessary for entering students. In recognition of this adjustment period, the following scale will be used to determine satisfactory progress toward an acceptable academic standing:

Hours Attempted in Program	Grade Point Average
0-12	1.00
13-24	1.50
25-36	1.75
37 and above	2.00

Any student who fails to achieve the necessary cumulative grade point average as prescribed above will be placed on academic probation for the following semester.

Grade (quality) point calculations for probation are made at the end of each semester and each summer term. A student shall be placed on academic probation if the minimum academic requirements are not met.

At the conclusion of each semester, the Registrar's office will determine the Academic Standing of curriculum students. Students determined to be on Academic Probation in accordance with the Academic Probation Policy will be invited, by email, to have a conference with a counselor, with the exception of Career and College Promise (CCP) students, who will be referred to their respective CCP liaison for advising. During the drop-add period of the semester the student will meet with his/her faculty advisor and/or counselor to review the student's program of study. The faculty advisor or counselor may recommend a reduced course load, remedial work, or a solution in keeping with the problem which caused the academic deficiency. Additionally, the counseling department or will request a meeting with the student to discuss strategies and make recommendations for improved academic performance.

Students who fail to raise their cumulative grade point average to the prescribed average at the end of the semester of academic probation may be asked to register as a part-time student, and/or change to an alternate curriculum.

Some curricula and students receiving financial aid require academic standards in addition to the BCCC Academic Probation Policy. The standards are published and

distributed to students upon entry into that curriculum. It is the student's responsibility to become familiar with written policy.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Probation Policy, Computation of Grade Point Average (GPA) Procedure, Grading System Procedure

History

Senior Staff Review/Approval Dates: *2/8/2016, 9/5/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.25

Academic Support Services Policy

The College provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students. The College publishes academic policies that adhere to principles of good educational practice. These policies are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the College.

References

Legal References: *Enter legal references here*

SACSCOC References: ***CR*** *2.20, CS 3.4.5, CS 3.4.9*

Cross References:

- Federal Work Study Program Policy
- Comprehensive Articulation Agreement Policy
- Academic Advising Procedure
- Faculty Advisor Responsibilities Procedure
- Change in Program of Study Procedure
- Acceptance Letter Procedure
- Veterans Advising Procedure
- Financial Aid Advising Procedure
- Drop/Add/Withdrawal Procedure
- Library Procedure
- Learning Enhancement Center (LEC) Procedure
- Distance Education Learning Procedure
- Curriculum Attendance Rosters, Official Class Rosters, and Grade Reporting Procedure
- Counseling Services Procedure
- Reporting Student Membership Hours Procedure
- Placement Testing Procedure
- Services for Students with Special Needs Procedure
- Transcripts Procedure
- Grade Reports Procedure
- Student Support Services Program (TRiO)
- Graduation Exercises Procedure
- Housing Procedure
- Distance Education Procedure
- Audiovisual Department Procedure
- Federal Work-Study Student Handbook Procedure
- Financial Aid Procedure
- Veteran Affairs Procedure
- Student Center and Food Service Procedure
- Social Life Procedure
- Student Government Association Procedure
- Guided Tours Procedure
- Student Change of Name or Address Procedure
- Computer Use Guidelines for Students/Patrons Procedure
- Financial Aid Disbursement Procedure
- College Expenses Paid by Outside Agencies Procedure

- Student Clubs and Organizations / Bank Accounts Procedure
- Student Activities Procedure
- Media Graphics Department Procedure
- Testing Service Procedure
- Alcohol/Drug Abuse Information for Students Procedure
- Information Service Procedure

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.2504

Acceptance Letter Procedure

Once applicants have completed an application to the College, they will receive an acceptance letter in the mail. This letter congratulates the student on being accepted, details the items missing from their application, gives email login instructions, directs them on the process for obtaining transfer credit, and provides them with their student identification number.

References

Legal References: *G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption 1/21/2011; Amended 6/1/2012*

SACSCOC References: *4.8.1; 4.8.2; 4.8.3*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *8/24/2015*

Board of Trustees Review/Approval Dates: *8/7/2012*

Implementation Dates: *Enter date(s) here*

Procedure 4.0301

Administrative Insurance Procedure

Liability Insurance

While the College carries general liability insurance, every instructor should evaluate the risk of instructional duties and decide whether he/she should purchase additional personal insurance through an agent of their choosing. The College recommends that instructors in high-risk instructional programs carry liability insurance. The College is unable to guarantee that an instructor will not be a party to a suit along with the College. In such cases, the College can provide no further protection than carried under our general liability policy.

Student Accident Insurance

All curriculum students are automatically covered with accident insurance. This is a blanket insurance policy and covers all registered full-time and part-time curriculum students. Curriculum students pay for the insurance as part of their registration fees. All continuing education students in high-risk classes are required to purchase student accident insurance as part of the registration fee. This insurance policy is designed to be a secondary policy and is limited in the amount of coverage.

Malpractice Insurance

All curriculum and continuing education students enrolled in healthcare programs that require clinical or patient care instruction are required to purchase malpractice insurance. The Student Liability Insurance Program provides coverage at a minimum cost and is available through the College. Students pay for the insurance as part of their registration fees.

Directors and Officers Insurance

The College carries a Directors and Officers Insurance Policy to cover the College's Board of Trustees and the Foundation's Board of Directors.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Liability Insurance Policy

History

Senior Staff Review/Approval Dates: *11/6/13, 9/12/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.21

Admissions Policy

Curriculum

Beaufort County Community College (BCCC) maintains an open door admission policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the applicant's chances of success in the program.

Application Deadlines

In addition to the general application to the college, a separate application packet for an allied health program is required. Completed application packets are taken and reviewed by appointment on a first-come, first-served basis with the Allied Health Admissions Coordinator. Incomplete application packets will not be considered. Applicants are admitted regardless of race, gender, age, religion, national origin, disability, or political affiliation. BCCC reserves the right to refuse admission to any applicant whose enrollment or continued presence is considered to create a risk for campus safety or disruption of the educational process.

Continuing Education

Any individual seeking to register for a continuing education class requiring the possession of a firearm must submit proof of eligibility to possess a firearm. Proof of Eligibility shall include:

- Any current, valid State-issued permit to purchase a firearm;
- A current, valid State-issued concealed carry permit from North Carolina;
- A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;
- Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or
- A Single Criminal Background Check obtained from a Clerk of Superior Court's Office with the sole purpose being to determine whether an applicant can lawfully possess a firearm in North Carolina.

References

Legal References: G.S. 115D-1; G.S. 115D-5; G.S. 115D-20; SBCC Adoption 1/21/11, 1D SBCCC 400.2, G.S. 14-409.39(2), G.S. 14-415.25, G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: 3/7/16, *3/21/2016*,

Board of Trustees Review/Approval Dates: *8/7/12, 8/5/14, 04/05/2016*, *4/5/16*

Implementation Dates: *8/7/12, 8/5/14, 4/5/16*

Procedure 3.2101

Admissions Procedure

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate. Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the College and Career Readiness Office in the Division of Continuing Education. Please note: the College does not offer the Ability to Benefit test. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must submit a completed application for admission to the BCCC Admissions Office.
3. Each degree-seeking applicant must submit official high school/high school equivalency transcripts to the Admissions Office.
4. Official college transcripts from regionally accredited institutions shall be required if the applicant is:
    a. Requesting transfer credit from a previous college/university (See *Advanced Standing* in BCCC Catalog)
    b. Requesting to exempt from the College's Placement Test (See *Placement Testing* in BCCC Catalog)
    c. Applying for allied health programs
    d. Applying for financial aid programs
5. All applicants, unless exempt, must take a placement examination.
6. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

B. Exceptions to Requirements for General Admission:

1. A student may enroll as a special credit student without specifying an educational objective. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or Veteran's benefits, and must meet all prerequisite requirements for each course enrolled.

2. A student may enroll in associate degree courses under special admission without meeting all requirements for general admission. However, no more than 12 credit hours may be earned without complying with the appropriate admission

requirements.

3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate unless required by a specific program. (Students applying for financial aid/veterans affairs benefits will need a high school transcript or equivalency certificate on file in any case.) In all cases, the final entrance eligibility of the applicant will be determined by the chair of the division in question.

4. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:

   a. That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.

   b. That the application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.

   c. That such admission will not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

5. Selected high school students may be admitted under specific conditions:

   a. Be at least 16 years of age,

   b. Obtain written approval from his/her principal and superintendent, and

   c. Be enrolled in at least three courses at the high school or one-half of the school day.

6. Exceptions not addressed in items 2-5 must be considered on a case-by-case basis in accordance with the Career and College Promise Program guidelines. High school students should discuss their interest in enrolling in the College with their principal before contacting the College.

7. Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making

a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following:

a. Detailed facts supporting the rationale for denying admission;

b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and

c. The conditions upon which the applicant that is refused would be eligible to be admitted.

d. Applicants denied may appeal this determination utilizing the BCCC student appeals process.

8. There is an open door policy UNLESS BCCC is enrolling students from a state the college is not authorized to deliver instruction. BOT approved August 5, 2014.

The contact office is Beaufort County Community College VP of Students. *History Note: Authority G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption January 21, 2011; Amended June 1, 2012. BOT approved August 7, 2012. Amended August 5, 2014. BOT approved August 5, 2014.*

C. Requirements for Home School Graduates

Home school graduates must complete the following procedures prior to their enrollment:

1. Home schooled students must provide evidence of attendance of a state approved home school program. For North Carolina home school students, this means that the home school administrator must have a school approval number, a charter for the school, or anything that denotes approval from the NC Department of Non-Public Instruction and provide copies of this information with the application.

2. The home school administrator must submit an official transcript from the home school.

3. If the home school does not have the proper certification, the student cannot register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the GED. The student may arrange to take the GED examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education at 252-940-6298 or 252-940-6325.

D. Requirements for Transfer Students

1. Complete general admission and graduation procedures.

2. Refer to “Advanced Standing” for instructions on transferring credit from other institutions. BCCC does not penalize a transfer student who is on probation from another institution nor does the College practice provisional admission.

E. Additional Requirements for Allied Health Programs

Allied health programs have additional admission requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Students will be enrolled in the AGE program until accepted into the RN, LPN, or MLT program.

Note: A clinical site may require a criminal background check and/or drug testing prior to your participation in clinical training. If denied access to a clinical site, the student shall not progress in the program due to the inability to complete the clinical portion of the program.

Specific guidelines, requirements, and allied health applications for admission into the allied health programs may be obtained from the Allied Health Admissions Coordinator.

Minimum Requirements for Applicant Evaluation

1. Complete the North Carolina Diagnostic And Placement (NCDAP) test with scores meeting the minimums for the college or qualify for testing waiver as outlined in the college catalog under *Placement Testing*. Successful completion of the recommended developmental courses will satisfy this requirement. *It is the responsibility of the student to submit verification of test scores, written approval of testing waiver, or transcript of developmental coursework to the Admissions Office.*

2. Have completed a high school or college chemistry course with a grade of C or better.

3. The Associate Degree Nursing Program requires this chemistry to be completed within the past eight years. There is no chemistry time limit for applicants with a Bachelor’s degree. Students who have taken chemistry as a part of an earned associate degree (or higher) will have the 8 year chemistry requirement waived for the application.

4. Have high school transcript or official GED report sent to BCCC (college transcripts, if applicable).

5. A minimum GPA of 2.0 is required in specific allied health program curriculum courses from all colleges and BCCC. In addition, a minimum GPA of 2.0 is required in specific allied health curriculum courses completed at BCCC.

***Not required for Practical Nursing (PN)**

6. TEAS Admissions Testing

Students applying to the Associate Degree Nursing program or the Practical Nursing program will have to complete the Assessment Technologies Institute (ATI) TEAS test with a minimum proficiency score of 58.7%. A student may complete and submit an application to the Allied Health Coordinator, but evaluation and ranking will occur only after completion of the TEAS admission test shows a proficient level. TEAS scores must be submitted before the May 31st application deadline.

Students will have three attempts within twelve (12) calendar months, from February 1st to May 31st, to obtain a proficiency score of 58.7% on the TEAS test. Students are encouraged to prepare for the TEAS test prior to their testing date. As well, remediation services are offered through ATI should a student score less than the 58.7% required minimum proficiency. Students completing TEAS testing at other facilities may have an official ATI TEAS transcript sent to the Allied Health Admissions coordinator, provided the scores occurred on a testing date within the twelve calendar months of the application deadline (May 31st)

Testing will be offered on the campus of BCCC, in the building 12 (Allied Health Building) computer lab. Multiple dates will be offered including evening and weekends. Please see the ATI TEAS link under the Allied Health Admissions website for testing procedures, cost and registration information.

Application Deadlines

In addition to the general application to the college, a separate application packet for an allied health program is required. Completed application packets are taken and reviewed by appointment on a first-come, first-served basis with the Allied Health Admissions Coordinator. Incomplete application packets will not be considered.

Application Period

Nursing Programs September 1 - May 31
MLT Program September 1 - April 30

Evaluation Criteria

A point system will be used to determine applicant rank. Points are based on academic performance, GPA, and chemistry grade (if applicable) of the applicant Refer to the Allied Health Admissions Website or *Nursing Programs Handbook* for a detailed explanation of the point system. Applicants who do not rank into the program will be alternates and notified according to the ranked order should space become

available.

Applicants are only accepted each year for the following academic year. Students may reapply by updating their application with the Allied Health Admissions Coordinator. Beaufort County Community College does not utilize a “waiting list” for allied health programs.

Post Evaluation Requirements
These requirements are completed after a student has been evaluated for the program and is notified by the Admission’s Office.

1. Attend a mandatory information session with the allied health program faculty and the Allied Health Admissions Coordinator. Notification of available sessions will be based on weighted ranking of candidates that have completed all the above requirements.

2. Submit a physical examination report. (Use BCCC Physical Form)

3. Submit required documentation of screening and vaccines related to communicable diseases. (BCCC Physical Form)

4. Submit proof of current CPR (cardiopulmonary resuscitation) infant, child, and adult resuscitation, as well as the use of automated external defibrillators (AED’s). (Not required for MLT)

F. Additional Requirements for Basic Law Enforcement Training (BLET)

The following information is provided in an effort to inform you of the application procedures as well as the program requirements, policies and standards for Basic Law Enforcement Training (BLET). Please read through this information carefully and completely.

Policy Statement
Beaufort County Community College curriculum admission requirements apply to the Basic Law Enforcement Training (BLET) program. In addition, each applicant must meet minimum standards for employment as established by the North Carolina Criminal Justice Education and Training Standards Commission and/ or the North Carolina Sheriffs’ Education and Training Standards Commission.

Admission Requirements
Applicants for admission to the Basic Law Enforcement training (BLET) Program must:
1. Have graduated from High School or have an Adult High School Diploma or have passed the GED with an equivalency certificate, which meets the minimum requirements set by the state of North Carolina.

2. Meet the minimum standards for employment as established by the NC Criminal

Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission which include:

a. Be a citizen of the United States;

b. Be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);

c. Be of good moral character;

d. Be free of (1) any convictions of any crimes, civilian or military; and (2) be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer. Physical exam should not be completed until all admission requirements are met and an official Physical Exam packet is obtained from the BLET School Director;

e. Have not ever committed or been convicted of any of the following:

f. A felony;

g. A crime for which the punishment could have been imprisonment for more than two years;

h. A crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;

i. Four or more crimes or unlawful acts described in "C" above regardless

j. of the date of occurrence; or

k. Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.

l. Have taken the college's placement tests and achieved minimal acceptable scores in reading.

m. Possess a valid North Carolina driver's license.

Note: Any applicant who is uncertain whether or not he/she meets the admissions requirements stated in 1-5 above should contact the BLET School Director as soon as possible.

Procedures for Admission

1. Obtain a BLET application packet from the BLET School Director. Complete the Application for Admission to Beaufort County Community College and return it to the Admissions Office.

2. Have a copy of your high school transcript sent directly from your high school to the Admissions Office. If you received the GED or graduated from Adult High School, please have those records sent to the Admissions Office.

3. Take the College's placement assessment to determine your eligibility to enroll in the BLET program. You may schedule your assessment by calling the Admissions Office.

4. Obtain a certified copy of your arrest and driver history record from the Office(s) of the Clerk of Court in every county in which you have resided since your 16th birthday. Submit this record to the BLET School Director.

5. Obtain sponsorship for the BLET program. A sponsorship form is included in this packet. Submit the completed form to the Admissions Office. (optional)

6. Upon receipt of the Application for Admission, high school/AHS/GED transcripts, arrest and driver history record, and a completed sponsorship form, **the BLET Director will contact you regarding an interview.**

7. Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that you meet all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

Admission Interview
Each applicant is interviewed by the BLET Director or Qualified Assistant. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any crimes, civilian or military; driving while impaired or under the influence; or major motor vehicle law infractions and to determine if the disposition of such charges is pending.

Health Evaluation
Prior to enrollment in the BLET program, an accepted applicant must provide the BLET Director with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include the Medical Release Form for Basic Law Enforcement Training School. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

Tuition and Fees/Waiver Requirement
Tuition and fees are waived for applicants admitted to the BLET program if sponsored by a law enforcement agency.

Books and Supplies
Each student in the BLET program is required to provide for the following estimated BLET costs:
Books $500.00 Uniforms $350.00

Note: BLET students are encouraged to apply for financial aid to cover books and supplies. If you need additional information or an application, contact the BCCC Financial Aid Office as soon as possible.

G. Admission to Programs Designed for College Transfer

The AA and AS degrees follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System in order to create a seamless transfer program within the North Carolina higher educational system. The CAA ensures that courses in the program of study are all approved for transfer between the state colleges without question upon completion of the general education core requirements with at least a grade of C in each course.

H. International Student Admissions

International students must meet all Beaufort County Community College admissions requirements and are required to observe the regulations of the United States Citizenship and Immigration Service (USCIS), as well as the College. Persons holding student visas cannot be classified as North Carolina residents for tuition purposes and will be required to pay out-of-state tuition. Legal residents with permanent visas (Alien Registration card holders) are admitted to BCCC under the same residentiary criteria and burden of proof required of United States citizens.

I. Readmission

Persons who have not attended for three (3) consecutive semesters no longer enjoy the benefits of student status. Persons who fit this criterion must reapply by completing an Application for Admission.

Curriculum students who have withdrawn in good academic standing may apply for readmission through normal registration procedures. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply. There are specific additional guidelines for re-entry into the health curriculums. These guidelines may be obtained from the Admissions Office.

To be eligible for registration, the student must meet the following requirements:

1. Update their admissions application and residency status.

2. Participate in an interview with an admissions counselor.

3. Be assigned a faculty advisor.

4. Satisfy all outstanding obligations to the College.

Readmission applications for students who have been suspended for disciplinary reasons will not be considered until the period of suspension has been completed. After the suspension period, readmission will be secured as stated above in requirements above.

J. Applicant to Student Status

An applicant to Beaufort County Community College officially becomes a student of Beaufort County Community College once they have successfully registered and attended their first class. Persons who have not attended for three (3) consecutive semesters have their student status removed.

References

Legal References: ***G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption 1/21/11; Amended 6/1/12.***

SACSCOC References: *Enter SACSCOC references here*

Cross References: Admissions Policy
Transcript Request Procedure

History

Senior Staff Review/Approval Dates: *8/4/15, 06/13/2016, 07/11/16*

Board of Trustees Review/Approval Dates: *8/7/12; 8/5/14*

Implementation Dates: *Enter date(s) here*

Procedure 3.0926

Reverse Transfer Procedure

Reverse Transfer is a new process that has been approved by the NCCCS and the UNC System schools. This process allows for a student attending a 4 year UNC System school to take classes in general education and have them transfer back to a NCCCS school they may have attended in the past to be applied toward attaining an associate's degree in arts or sciences. This procedure only applies toward the A.S. and A.A. degrees, but students wishing to transfer coursework toward a CTE degree or from an out of state institution may do so on an individual basis by contacting the Registrar's office and providing official transcripts for evaluation.

March 15 and July 15 – Downloads available to BCCC for 90 days. After 90 days files are no longer available for download.

Workflow

1. Download the files from UNCGA on a secure server (may need support from IT to do this)
2. Communication sent out to the students included in the download to let them know we have received their information and will be evaluating their courses through the Data Mart.
3. Run colleague process (BPRP) to search for potential graduates.
4. Run colleague process to look for students who have already earned an associate's degree.
5. Run missing credits report to see what students are within 6 credit hours of completion.
6. Notify students who have earned their degree.
7. Waive graduation fee unless they would like to have a printed degree or participate in the graduation exercises.
8. Communicate with students who are short credits (6 credit hours or less) of their status toward earning their associate's degree.

Students who have completed the reverse transfer process and would like to obtain an updated version of their transcript may do so by following the transcript request procedure.

Timeline and Department Responsible

Download Window – March 15 or July 15 (Deadline)	Task to be Completed	Department Responsible
2 weeks from window opening	Files are downloaded to secure server	Registrar

2 weeks after files downloaded	Communications sent out to students	Admissions
2 weeks after communications sent	Colleague process to search for potential grads	Registrar
1 month after search for potential grads complete	Look for students who have earned associates degree and awarding of transfer credits	Counseling/ Registrar
2 weeks after awarding of transfer credits	Communicate with students who have earned a credential or are within 6 credit hours (all students would be optimal)	Admissions

References

Legal References: *Enter legal references here*

SACSCOC References: *Pending SACSCOC standard related to "Completion"*

Cross References:

History

Senior Staff Review/Approval Dates: *12/3/2016 (electronic vote)*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0925

Advanced Standing and Transfer Credit Procedure

All requests for transfer credit should be made before enrolling at Beaufort County Community College. Students desiring to have credits transferred from another post-secondary institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other post-secondary institutions should be submitted no later than six weeks into the term in which they are enrolled.

Only courses with a grade of C or higher will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from regionally-accredited institutions will be reviewed by the Registrar's Office and evaluated using the Combined Course Library (provided by the North Carolina Community College System) and the UNC Data Mart Reverse Transfer Crosswalk (provided by the UNC General Assembly). Any potential transfer course not in the NCCCS Combined Course Library or UNC Data Mart Crosswalk will be evaluated for credit by the appropriate Beaufort County Community College faculty member. The faculty evaluation is final.

In order to obtain transfer credit faculty evaluations, the student must supply the College with the appropriate transcripts as well as provide course descriptions to the Registrar's Office if required. Course descriptions are required for any course that is not in the NCCCS Combined Course Library or the UNC Data Mart Crosswalk or the College's database of transfer course equivalencies. The student's transcript(s) will then be evaluated by the Registrar's Office and any appropriate faculty. Upon request, the student will be provided with a copy of their transfer course evaluation after completion of the process.

Any transfer student who possesses an associate or baccalaureate degree from a regionally-accredited college or university will have satisfied the General Education and student success/orientation requirements for all programs of study.

The decisions as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed and how such transfer credit will be applied, are discretionary on the part of the College.

Credit by Examination

Under certain conditions, a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course.

A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use Request for Special Examination form.)
2. Obtain approval of instructor and dean.

3. Register and pay fees for the course.
4. Take the examination within the first two weeks of the semester.

The course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is non-refundable.

A student who has registered for a course (including for audit) and has been a member of the class for more than two weeks will no longer be eligible for credit by examination for that course.

Military Credit
The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Admissions Office to determine the appropriate military document required. Upon receipt of the required document, Admissions will forward the information to the Registrar's Office. Questions concerning credit for military schools should be directed to the Admissions Office.

Any student who has completed Basic Training may present certification by DD 214 or DD 295 and receive credit for HEA 110 Personal Health/Wellness and PED 111 Physical Fitness. Certification must be presented to the vice president of Academics.

College Level Examination Program (CLEP) Credit
CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non- credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. Contact the Registrar's Office for information regarding the CLEP Testing Program.

Advanced Placement (AP) Credit
The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. The CEEB examinations are offered in the high schools by the Educational Testing Service (ETS). Questions concerning score requirements and credit should be directed to the Registrar.

Tech Prep Advanced Placement
Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors.

To receive articulation credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

1. Final grade of B of higher in the high school course.
2. Score of 93 or higher in the standardized CTE post-assessment.

Details concerning specific requirements are available from the high school counselors or the Admissions Office.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0932

Incomplete Grade Assignment Procedure

An instructor may assign a grade of "I" for a student who is unable to complete all the requirements of a course subject to the following conditions:

- the student has regularly attended class for at least 75% of the course contact hours with a passing average prior to assignment of the "I";
- circumstances beyond the control of the student interfere with the student's ability to complete the course by the last day of the semester; and
- there is reasonable expectation that the student can complete the remaining work by the last day of classes of the following term.

The instructor shall submit a Request for Incomplete Grade form for approval by the academic dean/continuing education director prior to the last day to submit grades for the semester. This form should be signed by the student and the instructor. Upon approval by the academic dean/continuing education director, the instructor should provide the student with a copy of the Request for Incomplete Grade form, showing the list of assignments to be completed and due dates. Instructors who do not plan to be on campus the following term must make arrangements with the student and the academic dean/continuing education director on how to complete the requirements of the course.

"I" grades cannot be awarded to students who do not attend class, who do not complete work, or who request an "I" to avoid receiving a failing grade.

Once an "I" grade is approved, the student is responsible for contacting the instructor or the academic dean/continuing education director (if the instructor is no longer available the following term) to arrange for course completion by the required completion date (no later than the end of the next semester) as identified on the Request for Incomplete Grade form.

Following receipt of the completed work, the instructor or appointed substitute will submit a Grade Change Request form to the registrar that will become part of the student's academic record.

If the work is not completed by the instructor's required completion date, the "I" is automatically converted to an "F."

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *02/05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2541

Drug and Alcohol Abuse Prevention Procedure

In compliance with federal requirements to have a drug and alcohol abuse prevention program, the College will do the following:

1. Instructors will teach a segment of ACA 111 and ACA 122 on the importance of a drug free campus and the health risks associated with abuse of drugs and alcohol.

2. All students will receive each semester information via email on:

    - The College's philosophy on providing an environment free of drug and alcohol abuse
    - Educational efforts to prevent drug and alcohol abuse
    - Counseling and rehabilitation services for drug and alcohol abuse
    - The College's policies and procedures on drug and alcohol abuse and possible disciplinary consequences
    - Common types of drugs in society

3. Information will be available through the counseling staff in Student Services for community services to which students may be referred for assistance with drug and alcohol addictions.

4. Assistance with drug and alcohol abuse and prevention for College employees will be handled through the Human Resources Department and the Employee Assistance Program.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *6/12/17*

Board of Trustees Review/Approval Dates: *4/7/15*

Implementation Dates: *Enter date(s) here*

Policy 6.02

Alcohol Controlled Substance Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of alcohol and illegal use of controlled substances on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to establish policies addressing drug and alcohol use pursuant to 23 NCAC 02C.0210.

Therefore, Beaufort County Community College has set the following campus policies, to be implemented effective immediately:

Illegal use or possession of controlled substances is prohibited by students, employees, and visitors:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored, conferences, meetings, activities, cultural events, trips or activities representing the College.

Use of alcohol is prohibited by employees, and visitors except as outlined in the provisions of the Facility Use Policy:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;

Use of alcohol is prohibited by students:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored conferences, meetings, activities, cultural events, or trips.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *3.11.2 (Institutional Environment)*

Cross References:

History

Senior Staff Review/Approval Dates: *3/23/15*

Board of Trustees Review/Approval Dates: *4/7/15*

Implementation Dates: *Enter date(s) here*

Policy 10.04

Ambassador Program Policy

The College Board recognizes the need for an innovative program to assist the College achieve its goals. The program is designed to promote active participation of dedicated, high-achieving students of the College to perform a variety of services including but not limited to conducting campus tours, serving as hosts/hostesses for College events, recruitment, and other official campus activities.

References

Legal References: *Enter legal references here*

SACSCOC References: *2.10*

Cross References: Ambassador Program Procedure

History

Senior Staff Review/Approval Dates: *5/2/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 10.0401

Ambassador Program Procedure

Beaufort County Community College (BCCC) students are nominated by faculty or staff for the ambassador program through the Foundation office and by submission of an official application. Finalists will be determined through an interview process and notified of the results. The criteria for each candidate are as follows:

- Shall have completed at least one semester of coursework at BCCC.
- Shall have an overall GPA of 3.0 or higher at time of nomination.
- Shall have demonstrated a high level of commitment to the College.
- Shall exude a professional presence and outgoing personality.
- Shall demonstrate a competent level of verbal communication and presentation skills.
- Shall be able to communicate and maintain a positive image for BCCC at all times.
- Shall not have a felony conviction.
- Shall not participate in the ambassador program for more than four semesters.

Ambassadors will meet and maintain the following guidelines:

- Maintain a GPA of 2.5 or higher each semester the student serves as an ambassador.
- Forego any political activities while representing the college.
- Maintain a professional presence and outgoing personality.
- Represent the College in a positive manner at all times.
- Maintain a felony free record.

Ambassadors receive a number of benefits from participation as described below.

Ambassadors receive compensation in the form of tuition reimbursement and will be provided with collegiate attire to distinguish them as official college representatives.

Each ambassador is asked to participate in at least 12 events for the fall semester and 10 events for the spring semester. At the end of each semester a tuition reimbursement check will be mailed to the address on file with the financial aid office. Provided that the ambassador participates in at least 50% of the required events per semester, they will receive a tuition reimbursement check. The reimbursement check will be prorated on the percentage of required events the ambassador participated in for the semester.

Ambassadors selected from the Early College High School and/or dual enrollment will receive a check at the end of each semester they serve as an ambassador. The check will be paid equivalent to the cost of the course(s) taken as if the student paid for their courses up to a maximum of 12 credit hours. At the end of each semester, the check will be mailed to the address on file with the Financial Aid Office. Provided that the ambassador participates in at least 50% of the required events per semester, they will receive a check. The check will be prorated on the percentage of required events the ambassador participated in for the semester.

If at any time the ambassador's participation level at the end of a semester is less than 50% of the required events, the ambassador will be dismissed from the program and is not permitted to be nominated again.

Collegiate attire is provided at no cost to the ambassador. The ambassador may keep the attire after their term of service is successfully completed.

An egregious act committed by an ambassador will be subject to review by the Foundation's Executive Board and may result in immediate termination from the program.

References

Legal References: *Enter legal references here*

SACSCOC References: *2.10*

Cross References: Ambassador Program Policy

History

Senior Staff Review/Approval Dates: *5/2/16, 1/23/18*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.11

Attendance Policy

Beaufort County Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Beaufort County Community College requires that attendance be taken for all meeting dates of courses.

~~For the purposes of Title IV funding for financial aid, Beaufort County Community College is considered to be a non-attendance taking institution.~~

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Attendance Procedure

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.0901

Attendance Procedure

Curriculum

Beaufort County Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Therefore, instructors are required to take attendance through the entirety of the courses they are teaching. Instructors must record student attendance in Web Attendance. Instructors are required to have all class attendance updated in Web Attendance by the close of business (4:00 p.m.) every Friday.

Attendance for courses with a physical meeting time and place is constituted by one of the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and the students
- Submitting an academic assignment
- Taking an exam, interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with faculty members to ask a question about the academic subject studied in the course

Attendance for online courses is constituted by active participation in one of the following:

- Interactive tutorial in which the student must participate to receive an attendance mark
- Video with required completion of at least one question after viewing
- Discussion board/interaction with other students in class
- Practice exam
- Test review
- Quiz (less than 5 questions would be acceptable)
- Required reading with completion of at least one question after the reading
- Journal entry based on material covered or read

Continuing Education

Instructors are required to take attendance for all meeting dates of the course. A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet. Students who do not attend one or more classes prior to or on the census date of the class may be dropped from the class.

Absences may be considered legitimate and eligible for makeup at the discretion of the instructor. The student is responsible for seeing the instructor, providing the reason and

relevant documentation of the absence, and requesting a make-up date and/or make-up assignment.

An instructor may refuse admission to class to any student who arrives more than ten minutes late to a class. A student who leaves class early may be counted absent for that date.

Some classes may have more restrictive attendance procedures which will be noted in the class syllabus. Attendance procedures described in syllabi will be the official procedures for that class. Continuing education certification classes governed by a state or federal accrediting agency may have attendance procedures that supersede the College's procedures.

Attendance for online students is calculated according to required assignments and a specified level of contact as determined by the instructor. Online students have a valid entry to an online class through a written assignment submitted prior to the census date.

References

Legal References: *IG SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Academic Policy**, **Admissions Procedure**, **Attendance Policy**

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0902

Audit Credit Procedure

Persons wishing to attend classes without earning credit may do so by registering as an audit student. The normal application and registration procedures must be followed. The level of an auditor's participation in a class will be determined by the instructor and student at the beginning of the semester. Students auditing courses will be charged according to the published tuition rates. A student may repeat an audited course once within five (5) years.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2406

Ban Procedure

When campus police deem it necessary to ban a person from Beaufort County Community College property, or property operated by Beaufort County Community College, a ban citation will be issued. The duration of the ban can range from one semester to permanent, depending on the nature and severity of the offense.

Students who have been banned may contact the BCCC Police Department and set up a meeting with the Vice President of Student Services to file a formal notice of appeal. Once the notice of appeal has been filed with the Vice President of Student Services, the Student Appeal Process will be followed.

Non-students who have been banned from campus will need to contact the BCCC Police Department to set up a meeting with the President's Office to review their ban from campus.

All persons banned from campus will appear on a list published internally to BCCC personnel to assist the BCCC Police with maintaining a safe environment.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Student Rights and Due Process Policy
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Grievance Procedures for Students with Disabilities Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *1/25/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.08

BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy

The College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category. The College will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. The College is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by College policy. This prohibition against discrimination applies to College employees, students, visitors, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

References

Legal References: Title VI & & VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Executive Order 11246; Age Discrimination in Employment Act of 1975; Rehabilitation Act of 1973, Sections 503& 504; Americans with Disabilities Act as Amended; Equal Pay Act of 1963; North Administrative Code 26 NCAC 04.0101, NCGS §7A-751;7A-759; Veterans Readjustment Act of 1974 as amended (VEVRA); Uniformed Services

SACSCOC References: *CS 4.5, 4.7*

Cross References:

- Sexual & Other Unlawful Harassment Policy
- Campus Sexual Violence Act / Violence Against Women Act (SaVE Act/VAWA) Policy
- BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Procedure

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *4/5/2016*

Implementation Dates: *7/1/2016*

Procedure 6.0801

BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Procedure

Any person who believes he or she has been discriminated against on the basis of race, color, national origin, gender, age, religion, disability, sexual orientation or veteran status may contact the EEO/Affirmative Action/ADA office listed below to file a complaint. The complaint must be filed within 90 days of the last act of alleged discrimination which violated federal law, state law or College policy. The links below provide an overview of the steps included in the process and specific information on official College policy and practice.

Students: BCCC resources are available for students with disabilities through the office of Accessibility Services. For Students who feel they have been discriminated against due to a disability, please follow the Grievance Procedures for Students with Disabilities Procedure.

Visitors: For questions or to request an accommodation for a College sponsored event which is open to the public, please contact the EEO/Affirmative Action/ADA office listed below.

If you believe you have been discriminated against, you may contact the following:

504 and Americans with Disabilities Act (ADA) Coordinator
For Facilities and Employees: Vice President of Administrative Services
Building 1, Room 208
252-940-6213

Affirmative Action Officer
Director of Human Resources
Building 10, Room 10-02
252-940-6204

Title IX Coordinator
Vice President of Continuing Education
Building 8, Room 808A
252-940-6241

External Agencies to File Claims:

North Carolina Office of Administrative Hearings
United States Department of Education
OCR National Headquarters

Equal Employment Opportunity Commission (EEOC)

Links to Other EEO/AA or ADA/504 Resources

U.S. Department of Labor
U.S. Department of Justice
American with Disabilities Act
Job Accommodations Network (JAN)
Civil Rights Act of 1964

References

Legal References: *TitleCCC 200.94 VI & VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Executive Order 11246; Age Discrimination in Employment Act of 1975; Rehabilitation Act of 1973, Sections 503& 504; Americans with Disabilities Act as Amended; 1C SB Equal Pay Act of 1963; North Administrative Code 26 NCAC 04.0101, NCGS §7A-751;7A-759; Veterans Readjustment Act of 1974 as amended (VEVRA); Uniformed Services Cross Reference: Employment and Reemployment Rights Act of 1994 (USERRA)*

SACSCOC References: *4.5, 4.7*

Cross References: BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy

History

Senior Staff Review/Approval Dates: *05/16/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.16

College Conduct Policy

All persons are expected to conduct themselves as responsible adults while on the College campus or site. Failure to do so may result in discipline, including but not limited to, expulsion, dismissal, or other legal action. The campus police department and/or local authorities will make initial investigations of all alleged breaches of proper conduct and violations of state, federal, and local law that jeopardize the operation, mission or safety of the College.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *3.11.2*

Cross References:

- Smoking/Tobacco Free Campus Policy
- Visitor Complaint Procedure
- Alcohol/Controlled Substance Policy
- Loitering Policy
- Campus Sexual Violence Act / Violence Against Women Act (SaVE Act/VAWA) Policy
- Drug-Free Workplace Policy
- Weapons on College Property Policy

History

Senior Staff Review/Approval Dates: *6/3/2014, 10/6/2015, 7/25/2016, 02/20/2017, 03/20/2017*

Board of Trustees Review/Approval Dates: *6/3/14, 10/6/15, 8/2/2016, 04/04/17*

Implementation Dates: **[Implementation Dates]**

Policy 6.21

Campus Sexual Violence Act Violence Against Women Act (SaVE Act VAWA) Policy

The College complies with the Campus Sexual Violence Act/Violence Against Women Act (SaVE Act/VAWA) that was signed into law by President Obama on March 7, 2013, with the final rule becoming effective on July 1, 2015. The new law requires the College to report domestic violence, dating violence and stalking in addition to crimes already required to be reported under the Clery Act.

The College prohibits the crimes of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and maintains statistics about the number of incidents of same on college property, which includes the campus property proper, noncampus buildings and property, public property immediately adjacent to or accessible from the campus, and areas within the patrol jurisdiction of the Beaufort County Community College Police Department (BCCC PD).

STATISTICS

The Clery Act requires the College to maintain statistics about the number of incidents of dating violence, domestic violence, sexual assault, and stalking that meet the definition of those terms. All such statistics are compiled annually in a report which may be found online or at the BCCC PD.

The annual report will also describe the College's ongoing prevention and awareness campaigns for students and employees.

DEFINITIONS

For purposes of the law, the following definitions apply. Additional definitions may be found at 34 CFR 668.46.

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Victim's current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, current or former cohabitant, persons similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be determined by the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of same. Dating violence does not include acts that fall under the definition of domestic violence.

Hate Crimes include categories of bias based upon the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability, and includes evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or other's safety, or to suffer substantial emotional distress. Please see NCGS 14 277.3A for North Carolina's definition of stalking along with the public policy statement.

"Sexual act" means cunnilingus, fellatio, analingus, or anal intercourse, but does not include vaginal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person's body: provided, that it shall be an affirmative defense that the penetration was for accepted medical purposes.

"Sexual contact" means (i) touching the sexual organ, anus, breast, groin, or buttocks of any person, (ii) a person touching another person with their own sexual organ, anus, breast, groin, or buttocks, or (iii) a person ejaculating, emitting, or placing semen, urine, or feces upon any part of another person.

"Touching" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

Rape is intercourse without consent or done by force, and encompasses the categories of vaginal rape, sodomy and sexual assault with an object.

Acquaintance rape is forced sexual intercourse with a person known to the victim.

Sexual assault is any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any sexual touching of a person who has not consented. This includes rape (such as forced vaginal, anal or oral penetration), groping, forced kissing, child sexual abuse, or the torture of the victim in a sexual manner.

Preponderance of the evidence is the standard used by the College in determining whether a crime has occurred. This standard is defined by NC Case law as the greater weight of the evidence as follows:

The greater weight of the evidence does not refer to the quantity of the evidence, but rather to the quality and convincing force of the evidence. It means that you must be persuaded, considering all of the evidence that the necessary facts are more likely than not to exist.

Consent to sexual contact is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement in accordance with age of consent laws. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in sexual offenses. Consent cannot be given if a person is unable to resist or consent because of a mental or physical condition or incapacitated due to drugs, alcohol, or a reasonably perceived power differential that substantially impacts the person's ability to resist the sexual

contact. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will not excuse behavior that violates this policy.

The College will not recognize consent if the complainant is:

- unconscious or asleep
- frightened
- physically or psychologically pressured or forced
- intimidated
- incapacitated because of a psychological condition
- incapacitated by use of drugs or alcohol
- rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act
- unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or previous consent do not imply consent to future sexual activity. In the absence of mutually understandable words or actions, it is the responsibility of the initiator or the person who wants to engage in the specific sexual activity to make sure that he/she has the consent from the other person(s). Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction. The requirements of this policy apply regardless of the sex, sexual orientation, gender expression, or identity of individuals engaging in sexual activity.

HATE CRIMES BASED ON NATIONAL ORIGIN, ETHNICITY, AND GENDER IDENTITY

National Origin, Ethnicity and Gender Identity are now included on the list of hate crimes that must be reported under the Clery Act. These crimes are federal offenses and are investigated by the FBI. Since NC law does not address hate crimes based on National Origin and Gender Identity anyone who believes that they are the victim of one of these crimes will need to report it to the federal authorities.

National Origin and Ethnicity hate crimes are those criminal offenses committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, ethnicity/national origin, or because the victim is or appears to be from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin and Ethnicity crimes can also arise because of marriage, association with a person of a certain national origin, or because of their connection with an ethnic organization or group.

- National Origin and Ethnicity hate crimes can occur when the victim and the offender are the same national origin or ethnicity.
- Gender Identity hate crimes are those criminal offenses committed against a person, property or society that is motivated, in whole or in part, by the offender's bias against a person’s sexual orientation. This includes homosexuality, bisexuality, transsexualism and cross dressing.

- National Origin, Ethnicity and Gender Identity crimes are those in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, religion, national origin, ethnicity, gender, gender identity, disability, or sexual orientation of any person.

- National Origin, Ethnicity and Gender Identity hate crimes occur when "bullying or harassing behavior" (any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication)

  (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

  (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

- Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

INVESTIGATION AND CONDUCT OF STUDENT DISCIPLINE

If you believe you are the victim of any of these crimes:

A. Preserve all evidence related to the commission of the crimes. This is of vital importance as it will assist in proving that the alleged criminal offense occurred and/or in obtaining a judicial no-contact, restraining or protective order as the case may warrant.

B. You have the option to notify and seek assistance from law enforcement and campus authorities. Reporting of alleged crimes can be made to the BCCC PD or the Beaufort County Sheriff' Office.

C. You have the right to apply for judicial no-contact, restraining, and protective orders. You will be provided with assistance on what you need to do.

D. The standard of "preponderance of the evidence" will be used to determine if a crime has occurred. Investigations will be done in such a manner that protects the safety of victims and promotes accountability.

E. Sanctions and protective measures that the College may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, could include being dismissed from the College and/or permanent banning from the campus.

F. Both the accused and the alleged victim are entitled to the same rights at a disciplinary hearing - both have the right to be accompanied to the hearing by legal counsel or an advisor of their choice, and to access, review, and present witnesses and other evidence. Appeals will be handled according to the procedures for student rights and due process found in the student catalog and on the college's website.

G. Both the accused and alleged victim will be notified in writing and simultaneously of the following:

(1) The outcome of the proceeding.
(2) Appeal procedures.
(3) Any change to the result before it becomes final.
(4) When the result will become final.

H. The victim's confidentiality will be protected, including record-keeping that excludes the victim's personally identifiable information.

I. Disciplinary proceedings shall provide a prompt, fair and impartial investigation and resolution.

J. Compliance with the above proceedings does not constitute a violation of Section 444 of the General Education Provisions Act found at 20 UCS 1232g, also known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

POSSIBLE SANCTIONS AND PROTECTIVE MEASURES

Sanctions that may be imposed after a final determination of violations of this policy include verbal warning, probation, suspension, expulsion and being banned from the College campus.

RISK REDUCTION/AWARENESS PROGRAMS

The College offers primary and ongoing prevention and awareness programs that promote awareness and risk reduction of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Additionally, information on risk reduction, how to recognize warning signs of abusive behavior, and how to avoid potential assaults or abusive relationships is included in new student education. All such information is found on the College's website and is also included in new student orientation materials.

BYSTANDER INTERVENTION OPTIONS

The College's student education program sets forth safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to

intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another, and include word of caution, offer of assistance, and notification to BCCC PD or Beaufort County Sheriff's Office. Bystanders are always advised to take reasonable and prudent actions to protect their own safety and that of others. For further information, please see the College's website and new student orientation materials

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *3.11.2*

Cross References:

- **Campus Conduct Policy**
- **BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy**
- **BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Procedure**

History

Senior Staff Review/Approval Dates: *8/3/15*

Board of Trustees Review/Approval Dates: *2/4/14, 8/4/15*

Implementation Dates: *2/4/14*

Procedure 3.0903

Catalog of Record Procedure

A student who is in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on the date of entry, or choose the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under provisions of the catalog in effect on the last re-entry date, or a subsequent issue.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2503

Change in Program of Study Procedure

Students who wish to change their program of study must complete appropriate forms from the Admissions Office. These changes will be effective the following semester. The dean of the receiving division has the prerogative to stipulate conditions for approving change. These stipulations will be communicated to the student and vice president of student services.

Students are allowed to change their Program of Study two times in one academic year. If a student wants to change their program of study more than two times in the same academic year, they will be referred to the director of counseling for educational and/or career counseling.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Leadership Council Review/Approval Dates: *12/8/2017*

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 2.0401

College Colors Procedure

The official college colors are blue and white.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 10.05

College Committees Policy

The Board of Trustees assigns the President and his/her designees the responsibility of forming college-wide Committees to do the "work of the College" through the involvement of the community, faculty, staff, and student body. The purposes of the college-wide committees are

a) to benefit the College by utilizing wide array of talent and experience of faculty, staff, and students in the development, problem solving and decision-making of the College;

b) to enhance professional development and leadership skills through the acquisition and use of information pertaining to legal statutes, accreditation requirements, budget and finance, health and safety, public relations, marketing and recruitment, and other current issues and regulatory requirements;

c) to maintain SACSCOC "Reaffirmation Readiness;" and

d) to maintain program audit readiness.

Refer to *"Structure of College Standing Committees*"

References

Legal References: *None*

SACSCOC References: *Enter SACSCOC references here*

Cross References: College Committees Procedure, Electronic Vote Procedure, Employee and Student Input Policy

History

Senior Staff Review/Approval Dates: *2/1/2016*

Board of Trustees Review/Approval Dates: *02/02/16*

Implementation Dates: *07/01/16*

Procedure 10.0501

College Committees Procedure

Committees are an integral part of Beaufort County Community College (BCCC) and contribute to the effectiveness of the College programs, services, and organization.

Introduction

College-wide Committees have been formed to 1) involve the faculty, staff, and student body 2) benefit the College by utilizing their wide array of talent and experience in the development and decision-making of the College and 3) maintain SACSCOC "Reaffirmation Readiness."

Organizational Guidelines

Members of the faculty, staff, and student body shall serve on the College Committees by the recommendation of the President and Senior Staff and approval by the faculty senate or staff association, with the exception of the faculty and staff members who are elected by their peers.

Generally, the College Committees will consist of no more than 4 to 8 full- or part-time employees with the inclusion of both faculty and staff.

Specific individuals may be appointed to serve as resource person(s) to committees. These appointed representatives will serve as non-voting members and provide advice and guidance, assist in the continuation of the work from one year to the next, and to insure SACSCOC compliance and documentation.

The findings, recommendations, suggestions and courses of action proposed by the College committees, Faculty Senate or Staff Association shall be implemented, subject to Senior Staff's approval of procedure/policy recommendations and the Board of Trustees' approval on all policy recommendations.

Findings, recommendations suggestions and courses of action proposed by the various committees, Faculty Senate or Staff Association shall be based on a majority vote of those present, provided that there is a quorum of more than 50 percent of the voting committee membership in attendance. Committee chairs will vote only in the event of a tie. Resource people do not have a vote.

With the exception of the Student Appeals and Special Events Committees, each committee shall hold a meeting each semester or more often if deemed necessary by the committee members or by the prescribed work agendas. Such meetings shall be held at a time that will not disrupt the instructional process of the College. Members are expected to attend and carry out the work assigned to them.

Minutes of each meeting shall be kept by the secretary. An electronic copy shall be maintained on the website associated with the committee. Minutes that would violate FERPA guidelines will not be posted.

Each committee should annually review and make recommendations to Senior Staff for changes to their purposes.

Member Selection

a) Senior Staff will prepare recommended committee membership based on a rotation cycle (beginning 2014-15), skills or talents needed, succession planning, SACSCOC requirements, as well as other considerations.
b) The Faculty Senate and Staff Association will approve or recommend an appropriate substitution for the committee membership with the exception of the members elected to Faculty and Staff Councils.
c) Each BCCC employee is encouraged to participate on only one committee. Exceptions may be made with the approval of the employee's supervisor and Senior Staff.

Member Removal Process

a) Active and contributing membership on College Committees is considered a responsibility of each BCCC employee
b) The Chair of any Committee may request the assistance of the employee's supervisor or Vice President to encourage participation, removal and/or replacement of a non-participating committee member. However, heavy consideration will be given to the proceeding dialogue in (a).

Periodic Reporting Duties

a) At least once per year during the Spring semester, the Chair and Vice-Chair of College committees will prepare a written summary of activities conducted by the committee and recommendations for changes in the committee purposes or membership. The format of the summary and expectations for the report will be provided by SACSCOC Leadership Committee.
b) The Chair and Vice-Chair will present the summary report to the SACSCOC Leadership Committee on an annual basis or when requested by SACSCOC Leadership Committee and/or the President. The Chair and Vice-Chair may be charged with the responsibility to implement recommendations suggested by the SACSCOC Leadership Committee in response to the report.

Compliance Report Writing Team

a) Chair and Vice-Chair of College committees will prepare the narrative to address specific SACSCOC standards in the committee purposes. The Chair and Vice-Chair will coordinate activities with other College committees that address the same, or related, standards.
b) The Chair and Vice-Chair will present the narrative to the SACSCOC Leadership Committee for a final revision and modification.
c) Chair and Vice-Chair will use the BCCC Writing Style Guidelines and minutes templates for preparation of narrative.

Meetings are open to all members of the college community. Although final authority for the governance and administration of the College resides with the BCCC Board of Trustees and the administration respectively, committees are vested with significant responsibilities.

The following committees are the standing committees for Beaufort County Community College: Academic Program Review Committee, Assessment Coaching Committee, Beaufort Leadership Council, Behavior Intervention Team Committee, Clery Act and Campus Security Committee, Credit for Prior Learning Committee, Curriculum Committee, Distance Education Quality Improvement Committee, Facilities and Maintenance Committee, Faculty Senate & Staff Association (optional), Health Safety & Chemical Hygiene Committee, Institutional Review Board Committee, Instructional Calendar & Registration Committee, Marketing/Public Relations/Recruitment Committee, Personnel Evaluation Systems Committee, Planning Committee, Professional Development Committee, QEP Committee, SACSCOC Leadership Team Committee, Special Events Committee, Student Appeals Committee, Title IX Adjudication Pool, Title IX Advisory Committee, and Wellness and Institutional Culture Committee. A listing of BCCC committee structures, committee memberships, each committee's purpose, and the minimum number of meetings scheduled per year for each committee is published annually, fall semester, and is available on the campus website.

*Exceptions apply to the Student Appeals Committee.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: College Committees Policy

History

Senior Staff Review/Approval Dates: *2/18/2014, 02/05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 10.0502

Faculty Senate Bylaws Procedure

ARTICLE I: Name

The name of this organization shall be the Faculty Senate of Beaufort County Community College, hereafter referred to as the Senate.

ARTICLE II: Purpose

The purpose of this Senate shall be to

A. Facilitate effective communication among the faculty of Beaufort County Community College and between those faculty members and the administration of the College;
B. Make recommendations on College policy and governance issues of concern to faculty;
C. Advocate for faculty viewpoints on pertinent issues; to serve as an advisory and consultative body to the President on policy matters affecting faculty;
D. Develop cooperation and fellowship among the faculty and the instructional programs of the College.

ARTICLE III: Members

Section 1. Membership. All fulltime faculty and Deans shall be eligible for membership.

Section 2. Dues shall be $10.00 per academic year due by November 15. The treasurer will publish a current membership list in October. Faculty who do not pay dues by November 15 relinquish their membership and voting rights in the senate for that year.

Section 3. New faculty may join at the time of employment.

ARTICLE IV: Officers

The officers of the Senate shall be a President, a Vice President, a Secretary, and a treasurer, elected each year by a majority vote of those members present at the March meeting.

ARTICLE V: Duties of Officers

Section 1: It shall be the duty of the President to preside over meetings of the Senate, to call and preside over meetings of the Faculty Council, to call special meetings of the

Senate as approved by the Faculty Council or as petitioned by one-fourth of the members of the Senate, to appoint ad hoc committees as needed, to represent the faculty at meetings of the Senior Staff and the Board of Trustees, to inform the faculty of the proceedings of those meetings, and to appoint members to campus-wide committees as required.

Section 2: It shall be the duty of the Vice President to perform all duties of the President in his/her absence and to organize the social events of the Senate.

Section 3: It shall be the duty of the Secretary of the Senate to record and preserve minutes of all meetings of the Senate and the Faculty Council, to distribute copies of the minutes to members of the Senate and the executive assistant to the President, to complete all necessary correspondence, and to collect and preserve minutes of the meetings of the committees.

Section 4: It shall be the duty of the Treasurer of the Senate to be responsible for all financial operations of the Senate and to publish membership lists after September 15 and October 15 of each year.

Section 5: In the event that a person holding an office or appointed position resigns, the vacancy shall be filled by presidential appointment with Faculty Council approval. Should the presidency be vacated, the Vice President shall assume the office and responsibilities of the President.

ARTICLE VI: Meetings of the Senate

Section 1. Regular meetings shall be held on the second Tuesday of September, October, November, January, February, March and April unless deemed unnecessary by the Faculty Council.

Section 2. Additional meetings may be called by the President of the Faculty Council as noted in Article V, Section 1 or when requested by the President of the College.

Section 3. The agenda of each scheduled Senate meeting shall be distributed to each member of the Senate one week prior to the meeting.

Section 4. A quorum shall consist of at least one third of members in good standing. All matters calling for a vote require a quorum unless otherwise specified in these Bylaws.

Section 5. Members of the Senate desiring to present, amend, or rescind a resolution or motion for vote shall present the action in writing to the Faculty Council at least two weeks prior to the next Senate meeting so that it may be included in the agenda for that meeting.

Section 6. A resolution shall require a motion and a majority vote of the members present.

ARTICLE VII: Faculty Council of the Senate

Section 1. Executive powers of the Senate shall be vested in a Faculty Council composed of the officers of the Senate and chairpersons of the standing committees. A member may hold no more than one position on the Faculty Council.

Section 2. The President of the Senate shall serve as President of the Faculty Council.

Section 3. Officers may hold the same office for a maximum of two (2) consecutive terms. A maximum of two officers may be elected from the same division to serve during the same term.

Section 4. The duties of the Faculty Council shall be to:

A. Prepare and distribute the agenda for regularly scheduled Senate sessions.
B. Establish the calendar of regular meetings of the Senate.
C. Assign members of the Senate to standing committees.
D. Refer matters for their study to the appropriate standing committee.
E. Receive and review recommendations from the standing committees.
F. Forward recommendations of the Faculty Council and the Senate to the Senior Staff.
G. Call special sessions of the Senate.
H. Serve as the Nominating Committee to present a slate of officers to the membership for voting no later than 15 calendar days prior to the March meeting.
I. Appoint ad hoc committees as needed.

Section 5. A quorum of the Faculty Council shall consist of a majority of its members.

ARTICLE VIII: Committees

Section 1. Membership of the standing committees of Faculty Senate shall be in accordance with the following:

A. The chairperson of each standing committee shall be elected by majority vote of members present at the March meeting of the Senate.
B. Committee members other than chairpersons shall be appointed by the Faculty Council.
C. Chairpersons may hold the same office for a maximum of two (2) consecutive terms. A maximum of two chairpersons may be elected from the same division to serve during the same term.
D. Members who are appointed to campus-wide committees may serve a maximum of two (2) consecutive terms.

Section 2. The following are the Standing Committees of the Faculty Senate:

A. Faculty Affairs Committee. The Faculty Affairs Committee promotes, investigates, studies, and recommends programs which relate to the general welfare of the faculty; reviews and recommends changes in the faculty manual; and represents the general faculty in dealing with faculty grievances.
B. Student Affairs Committee. The Student Affairs Committee reviews and recommends policy changes in the area of student services involving counseling, recruitment, student orientation, admissions, financial aid, and student activities.
C. Instructional Affairs Committee. The Instructional Affairs Committee investigates, studies, and recommends policies pertaining to the educational programs and the instructional process, including the academic calendar. It also addresses the concerns of the faculty dealing with instructional assignments, in-service training, professional organizations, and evaluation procedures.

Section 3. Ad hoc committees shall deal with matters not specifically within the area of responsibility of any one of the standing committees.

ARTICLE IX: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt.

ARTICLE X: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the senate by a two thirds vote, provided that the amendment has been submitted in writing to the Faculty Council two weeks prior to the meeting and included in the agenda.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: College Committees Policy

History

Senior Staff Review/Approval Dates: *2/18/2014*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 10.0503

Staff Association Constitution and ByLaws Procedure

Constitution

PREAMBLE: The staff of Beaufort County Community College, recognizing the need for communication among staff, faculty, administration, and students and acknowledging a responsibility in the development and operation of Beaufort County Community College, hereby establish this constitution.

Articles

ARTICLE I. Name of Organization

The name of this organization shall be the Staff Association of Beaufort County Community College, hereafter referred to as the Association.

ARTICLE II. Membership in the Association

A. All full and regular part-time staff members of Beaufort County Community College whose primary duties are not teaching or administration shall be eligible for membership.
B. Any other staff person whose application is approved by two-thirds of the Association shall be eligible for membership.

ARTICLE III. Meeting of the Association

A. A general organizational meeting shall be held at the beginning of each new fiscal year.
B. Regular meetings shall be held at least once each semester.
C. Additional meetings may be called by the President of the Association as deemed necessary or when requested by the President of Beaufort County Community College.
D. The agenda of each scheduled Association meeting shall be distributed to each member of the Association at least three days prior to the meeting.

ARTICLE IV. Duties of the Association

A. The Association shall meet each semester in regular session.
B. The Association may meet in special sessions as approved by the Staff Council or as petitioned by one-fourth of the members of the Association.

C. The Association may initiate recommendations to the Senior Staff and Faculty Senate.
D. The Association shall review recommendations which have been rejected by the Senior Staff and Faculty Senate and may make further recommendations as deemed necessary.
E. The Association must initiate and approve amendments to the Constitution.

ARTICLE V. Officers of the Association

A. The President, Vice President, Secretary, and Treasurer of the Association shall be elected by majority vote of those members present at the general organizational meeting of the Association at the beginning of each fiscal year.
B. The duties of the officers of the Association shall be as follows:
    1. It shall be the duty of the President to:
        a. Preside over meetings of the Association.
        b. Call and preside over meetings of the Staff Council.
        c. Call special meetings of the Association as approved by the Staff Council, or as petitioned for by one-fourth of the members of the Association.
        d. Appoint ad-hoc committees as needed.
        e. Represent the Association whenever necessary.
    2. It shall be the duty of the Vice President to perform all duties of the President in his/her absence.
    3. It shall be the duty of the Secretary to:
        a. Keep and preserve minutes of all meetings of the Association and the Staff Council.
        b. Distribute copies of the minutes to members of the Association.
        c. Receive and preserve minutes of the meetings of the committees.
    4. It shall be the duty of the Treasurer to be responsible for all financial operations of the Association.

ARTICLE VI. Staff Council of the Association

A. Executive powers of the Association shall be vested in a Staff Council composed of the officers of the Association and the chairperson of the standing committees.
B. The President of the Association shall serve as President of the Staff Council.

C. The duties of the Staff Council shall be as follows:
   1. Prepare and distribute the agenda for regularly scheduled Association sessions.
   2. Establish the calendar of regular meetings of the Association.
   3. Assign members of the Association to standing committees.
   4. Refer matters to the standing committees for their study.
   5. Receive and review recommendations from the standing committees.
   6. Forward recommendations of the Staff Council and the Senate to the Senior Staff and Faculty Senate.
   7. Call special sessions of the Association.

ARTICLE VII. Committees

A. Membership of the standing committees shall be in accordance with the following.
   1. The chairperson of each standing committee shall be elected by majority vote of members present at the general organizational meeting of the Association at the beginning of each fiscal year.
   2. Committee members other than the chairperson shall be appointed by the Staff Council.
B. The standing committees, voting privileges of members, and the objectives of each committee shall be stated in the bylaws.
C. Ad hoc committees shall be appointed by the President of the Association. Ad hoc committees shall deal with matters not specifically within the area of responsibility of one of the standing committees.

ARTICLE VIII. Amendments

Amendments to the constitution must be submitted in writing to the Association and approved by two-thirds of a quorum at the next meeting. A quorum is defined as fifty percent of the total Association membership. Minor issues not pertaining to the constitution may be approved by majority vote of members present at meeting.

ARTICLE IX. Ratification

This constitution shall be adopted if approved by two-thirds of the membership of the Association.

Bylaws of Staff Association

ARTICLE I. Amendments

Amendments to the bylaws may be submitted in writing by any member of the Association at either a regular or special session of the Association. A new amendment shall be adopted after it is read at the next meeting and if approved by a majority vote of members present.

ARTICLE II. Standing Committees

The following are considered Standing Committees:

A. Staff Affairs Committee

The Staff Affairs Committee promotes, investigates, studies, and recommends programs which relate to the general welfare of the staff; recommends changes in the BCCC policy & procedure manual each year; represents the general staff in dealing with staff grievances; and sets annual dues and approves their disbursements.

The Communication Affairs shall be responsible for reporting to the Staff Affairs chairperson any circumstances where cards are to be sent. Cards may be distributed for the following reasons:

The death of a mother, father, sister, brother, child, or spouse, a staff member who has been in the hospital for at least two days, a staff member who is home sick for more than a week, death of a relative, other than those listed above, weddings and births.

B. Professional Development Committee

The Professional Development Committee investigates, studies, and recommends policies pertaining to educational programs beneficial to staff personnel. It hears concerns of staff dealing with job assignments, in-service training, professional organizations, and evaluation procedures.

C. Communication Affairs Committee

The Communication Affairs Committee is composed of at least one employee from each of the following areas: Business Office, Continuing Education, Office Managers, Library, and Student Services. The Communication Affairs Committee shall be responsible for obtaining and disbursing information to and from the Faculty Senate and the Senior Staff to the general staff through memoranda and/or newsletter.

D. Special Events Committee

The Special Events Committee shall develop, organize, and implement all activities sponsored by the Staff Association. These activities include

luncheons, fundraisers, social events, scholarships, etc. The committee will coordinate activities using ideas and input from staff members.

ARTICLE III. Dues

Members of the Staff Association of Beaufort County Community College shall pay annual dues to the treasurer of the organization. The dues are $10.00 per year.

ARTICLE IV. Dues and/or Assessments

Each member of the Staff Association of Beaufort County Community College shall pay to the treasurer membership dues. Dues are payable at the first Staff Association meeting of the fiscal year.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: College Committees Policy

History

Senior Staff Review/Approval Dates: *2/18/2014*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2536

College Expenses Paid by Outside Agencies Procedure

Students who will have their expenses paid by a private individual, company, club, state agency, etc., must provide the Business Office with a letter of authorization prior to registration. Until the Business Office has this authorization in writing, the student will not be allowed to charge his/her fees.

The authorization should contain the following:

1. Name and address of the sponsor,
2. Person to contact,
3. Name of the recipient,
4. Period of time covered,
5. Names of students and what is covered by the authorization (tuition, activity fee, books, graduation fee, uniforms, malpractice insurance, etc.), and
6. Method by which payment will be made to the College.

If the sponsor makes payment directly to the recipient, the Business Office does not need a letter of authorization.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.17

Comprehensive Articulation Agreement Policy

The Comprehensive Articulation Agreement (CAA) addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina. The general education core transfer component described in the Associate in Arts and Associate in Science degree programs is included in the CAA.

The associate in arts and associate in science degree programs in the North Carolina Community College System require a total of 64-65 semester hour credits for graduation.

Within the overall total, the community college system and the university have developed a general education core transfer component. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower division, general education requirements for the baccalaureate degree. The general education transfer core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

The general education core transfer component, if completed successfully by a student with a grade of C or better in each course, shall be portable and transferable as a block across the North Carolina Community College System and from that system to UNC institutions, whether or not the transferring student has earned the associate degree.

Transfer of Graduates of Associate in Arts and Associate in Science Degree Programs in the Community College System

The CAA may enable North Carolina community college graduates of two-year associate in arts and associate in science degree programs to transfer to constituent institutions of the University of North Carolina with junior status.

To be considered for junior status at one of the UNC institutions, community college transfer students must meet the same requirements set for native students in that university with respect to such things as grade point average and credit hours accumulated.

Community college graduates of associate in arts and science degree programs who have completed the general education transfer core will be considered to have fulfilled the institution-wide, lower division, general education requirements of the receiving institution. Community college graduates of these programs will normally receive 64

semester hours of academic credit upon admission to a university. Under special circumstances, a university may choose to accept additional credit hours.
Admission to a university will not constitute admission to a professional school or a specific program.

Requirements for admission to some major programs may require additional specialty courses beyond the general education transfer core course taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

Transfer of General Education Core Courses for Non-graduates

Upon admission to another public two-year institution or to a constituent institution of the University of North Carolina, students who have completed the general education core with the proper distribution of hours, but who have not completed the associate degree, will be considered to have fulfilled the institution-wide, lower-division, general education requirements of the receiving institution. To be eligible for inclusion in this policy, a student must have an overall grade point average (GPA) of 2.00 on a 4.00 scale at the time of transfer and a grade of C or better on all general education core courses. Upon transfer at the sophomore level, a non-graduate who has completed the general education core should be advised at the university to take pre-major or cognate courses based on the chosen major.

The transcripts of students who transfer before completing the general education core will be evaluated on a course-by-course basis by the receiving universities.

Transfer of Associate in Applied Science Degree Course Credits

Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an associate in applied science degree program and who completed all or part of the general education transfer core will receive credit for those general education courses which have been satisfactorily completed with a grade of C or better.

Private Institutions Endorsing the Comprehensive Articulation Agreement

Some private colleges and universities have agreed to participate in the North Carolina Community College Independent Articulation Agreement with the North Carolina Community College System.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Comprehensive Articulation Agreement Procedure, Transfer to Senior Institutions Procedure

History

Senior Staff Review/Approval Dates: *5/9/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.1702

Comprehensive Articulation Agreement Procedure

The College has adopted the Associate in Arts and Associate in Science programs as the guide for the Comprehensive Articulation Agreement.

Not all courses listed in the Comprehensive Articulation Agreement are available at the College.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Academic Policy, Comprehensive Articulation Agreement Policy**

History

Senior Staff Review/Approval Dates: *5/9/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0904

Computation of Grade Point Average (GPA) Procedure

The letter grade in each curriculum or developmental course will be converted to a quality point equivalent. The quality points are then multiplied by the semester credit hours. The total quality points are then divided by the total hours to give the grade point average. Example:

Class		Grade	Quality Points		Credit	Quality Points
ENG	111	A	4.0	x	3 =	12
BIO	163	B	3.0	x	5 =	15
PSY	150	C	2.0	x	3 =	6
				Total	11 Total	33

Divide: 33/11 = 3.00 (GPA)

The following table assigns quality points to specific letter grades. Letter grades not associated with quality points do not count towards calculation of GPA.

Letter	Grade Points
A	**4**
B	**3**
C	**2**
D	**1**
F	**0**
AU*	
CE*	
I	
P	**4**
R	**0**
W*	
NA*	
TR*	
XT*	
NC*	

*Only assignable by the Registrar's Office.

Continuing Education courses are not included in calculations of Grade Point Average.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *05/18/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2534

Computer Use Guidelines for Students/Patrons Procedure

- Individuals shall not create, display, transmit or make accessible any materials, messages, or emails in violation of state, federal, or local law.
- The primary purpose of the Internet connection on the BCCC campus is to support research, education, and life-long learning.
- The use of the Internet access provided by BCCC for illegal, actionable, or criminal purposes are prohibited.
- The use of the Internet for product advertisement, commercial activities, or political lobbying is also prohibited.
- BCCC shall not be liable for any damages of any kind, including consequential or incidental damages, arising from submission, installation, maintenance, transmission, copying, modification, distribution or any use of any materials via the Internet.
- The College affirms the rights and responsibility of parents of underage children to determine and monitor children's use of materials and resources accessible on the Internet.
- The use of the Internet is a privilege, not a right.
- Users are not to tamper with computer hardware or software configurations.
- Students are not to copy, install, or save anything to the hard disk of a PC without approval. Any unauthorized copies are subject to periodic deletion.
- Malicious actions are subject to criminal and/or civil prosecution regardless of the official status of the offender.
- Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
- Individuals shall not monopolize or misuse system resources.
- Computer users shall not intentionally interfere with the normal operation of the computer network.
- Individuals shall not engage in activities that damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
- Individuals are responsible for the proper use of their accounts.
- Children are not permitted in computer labs unless enrolled in a Continuing Education computer class.

- All users who utilize the College's computing and information resources must do so

responsibly, respecting the integrity of the College, as well as, the integrity of the physical facilities.

- Users must respect the privacy and usage privileges of others.
- Food and drinks are not allowed in computer labs.
- Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Failure to follow this policy may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *11/6/13, 9/30/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2513

Counseling Services Procedure

The counseling service provides professional assistance to all curriculum and continuing education students at no charge to assist them in making the most of their opportunities for academic and personal development while attending Beaufort County Community College. Counselors are available each workday and Monday through Thursday evenings by appointment to assist students in assessing and understanding their abilities, aptitudes, interests, and personal characteristics. Appointments are encouraged but students may be seen on a walk-in basis.

The counselors specialize in the areas of financial assistance, career planning and placement, admissions and assessment, academics, and personal concerns. The counselors are informed of current employment trends and have information available concerning job opportunities in order that students may make more informed career decisions. As the career direction is determined, the counselors are able to assist students in understanding programs of study which will facilitate the achievement of long-range goals.

Counseling Services for Curriculum Education

Counseling begins during the pre-admission process and continues through graduation. Qualified professionals are available to assist in solving problems which might affect the student's progress in school. The counseling component functions in cooperation with the faculty advising system.

Counseling Services for Continuing Education

The Department of Student Services provides counseling to continuing education students. The same services are available upon request for evening students and off-campus locations in Beaufort, Hyde, Tyrrell, and Washington Counties.

Counseling Services for Distance Education Students

Counseling services are available to distance education students. Distance education students may meet with a counselor in person, via phone appointments or electronic means.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0906

Course Substitution Procedure

Students may substitute comparable higher level general education courses in A.A.S. degree programs if the faculty advisor and placement tests indicate success potential. Students desiring to substitute higher level general education courses should inform their advisor at the time of registration.

Substitution of one course for another may be considered when the action is in the best interest of the student and the substitution supports the educational goals and objectives of the student. Course substitutions must be approved by the lead instructor, Dean, and Vice President of Academics.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.12

Credit by Articulation for High School Students Policy

The College participates in the North Carolina High School to Community College Articulation Agreement. This is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System. The agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education programs of study.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Credit by Articulation for High School Students Procedure

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *4/5/2016*

Implementation Dates: *7/1/2016*

Procedure 3.1201

Credit by Articulation for High School Students Procedure

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

- Final grade of B or higher in the course; and
- A score of 93 or higher on the standardized CTE post assessment.

High school students who enroll in a Career and College Promise pathway may earn articulated college credit as described in this agreement while enrolled in high school if the CTE articulated college credit is part of their Career and College Promise pathway.

Community college officials verify eligibility and acceptance of articulated courses listed on the high school transcript. Students may be asked to submit supporting documentation and/or demonstrate proficiency to receive credit.

Colleges must follow the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in awarding credit.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.08

Credit for Prior Learning Policy

Beaufort County Community College supports students in validating and credentialing college-level knowledge and skills acquired outside of the classroom. This alternative mode of academic credentialing, known as credit for prior learning (CPL) can benefit people who bring alternative educational experiences. The CPL handbook has information regarding this process.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Work Based Learning Procedure, Credit by Articulation for High School Students Procedure, Advanced Standing and Transfer Credit Procedure

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *4/5/2016*

Implementation Dates: *7/1/2016*

Policy 3.1

Credit Hour Load Policy

Students registering for more than 21 credit hours (more than 16 credit hours for summer term) must have a cumulative GPA of 2.5 or higher and the permission of their advisor and the Vice President of Academics. Any student enrolled in two or more colleges concurrently during a semester shall give each college complete enrollment information including the name of each college enrolled, the number of credit hours taken, the class schedules, and other relevant information.

Any student who exceeds 21 credit hours during a semester without prior approval of the home college or fails to give complete and accurate enrollment information shall be prohibited from taking courses at any community college for one academic year.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *11/6/13*

Implementation Dates: *Enter date(s) here*

Procedure 3.0913

Developmental Education Procedure

The purpose of developmental education is to support the open door policy of Beaufort County Community College by providing a comprehensive education program with a commitment to excellence, a positive learning environment for a diverse population, opportunities for adults to master basic skills, and opportunities and services to enrich the quality of community life. The main objective is to provide students with the knowledge and skills needed to attain their personal, academic, and career goals. Courses provide students with special assistance in English, reading, study skills, and personal development. Integrated Reading and Writing courses are recommended based on placement test scores. The following developmental education courses are in addition to curriculum graduation requirements:

DRE 096 Integrated Reading and Writing I
DRE 097 Integrated Reading and Writing II
DRE 098 Integrated Reading and Writing III

Qualifying for Developmental Education

1. Before a student registers for classes their first semester at BCCC, they must take the NC DAP. According to the crosswalk provided, the student is appropriately placed in DRE 096, DRE 097, or DRE 098.
2. If the student's course of study is AA or AS, ACA 122 is required to be taken.
3. If a student has previously attended and has already taken the Accuplacer, those scores are used in lieu of the NC DAP, if the scores are less than five years old. According to the crosswalk, the student is appropriately placed in DRE 096, DRE 097, or DRE 098.
4. If the Accuplacer scores are older than five years, the student is required to retake the placement test which is now the NC DAP.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *3/21/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 6.1801

Dissemination of Public Records and Information Procedure

The general public may request access to or copies of Beaufort County Community College public records through the Beaufort County Community College Public Relations Office. All requests will be acted upon in a timely manner. Public information requests that require fact gathering by one or more Beaufort County Community College offices or departments may result in a longer response time.

The process for obtaining public information as defined by Public Records Policy is as follows:

1. The information request may be submitted to the Beaufort County Community College Public Relations Office either by telephone, e-mail or written communication. The BCCC Public Relations Office reserves the right to ask for a written request for clarification purposes. The written request can be by e-mail, fax or letter correspondence.
2. Information requested may be provided as an e-mail communication, on mass storage devices, as hard copies, or video material where applicable and as agreed upon with the requestor. Hard copies, mass storage devices and video material will be furnished upon payment of processing fees.
3. If documents requested are extensive, the requestor may view them in person at the College during its normal working hours and under College supervision.
4. If a person has access to the Internet, and the requested information is readily available on the BCCC web site, he or she may be directed to the appropriate url address to electronically access the information.
5. If the requested information requires the College to perform some action outside the normal scope of work (e.g. surveys of students, faculty, staff, etc.), the College reserves the right to deny the request.
6. The BCCC Public Relations office will maintain a record of requests for information and forward requests to the appropriate department/division on campus.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Request for Public Records Policy
- Student Records and Privacy Rights Procedure
- Student Records and Privacy Rights Policy
- Rights to Privacy Policy
- Email Retention Policy
- HR Selection Committee Procedure
- Scholarship Committee Confidentiality Procedure
- Emergency Grant Committee Confidentiality Procedure
- Confidentiality Procedure
- Confidentiality Policy
- Personnel Files Policy

History

Senior Staff Review/Approval Dates: *2/5/2013*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2407

Distance Education Online Student Complaint Procedure

Distance Education students with concerns or complaints should follow the Beaufort County Community College (BCCC) Student Concern / Complaint Process.

In cases of Student Incident Appeals or Grade Appeals, where it is impractical for a distance education student to appear in person to be heard, to afford the student due process and expedite resolve of issues, special accommodations may be made such as: written statements, telephone conferences, electronic mail, video tape, video conference, or similar means of communication.

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Distance learning students should contact state and federal agencies if they have complaints regarding accreditation or licensing issues.

Students are encouraged to resolve complaints (or grievances) at the appropriate level of dispute.

Other sources for complaint resolution include:

Student Complaints About Accreditation - see SACSCOC Accreditation Complaints

Students Complaints Concerning the College – see The University of North Carolina General Administration Student Complaint Form

Individuals having questions may contact the Vice President of Student Services at 252-940-6417.

References

Legal References: *Enter legal references here*

SACSCOC References: *FR 4.5*

Cross References:

- Student Rights and Due Process Policy
- Grievance Procedures for Students with Disabilities Procedure
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Ban Procedure

History

Senior Staff Review/Approval Dates: *8/3/15*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2511

Distance Education Learning Procedure

Distance Learning at BCCC includes videoconferencing, online and hybrid courses. Beaufort County Community College provides courses for people who want to continue their education but cannot attend classes on a traditional schedule. The admission requirements, placement scores, methods of evaluations and other conditions of eligibility are consistent with the state requirements for curriculum courses.

- Video Conferencing – North Carolina Information Highway classroom (NCIH) NCIH Teleclassrooms provide a video and audio interactive learning environment between two to five classrooms simultaneously.
- Online Courses – BCCC offers curriculum online courses via the Internet. Curriculum distance learning courses are equivalent to the on campus sections of the same courses in terms of objectives, contact hours, rigor, and transferability.
- Hybrid Courses – The classes can be defined as instruction that mixes face-to-face classroom learning with distance education methods. Students taking hybrid courses will be required to spend time on campus and will be required to access their course online. A textbook and/or specific course material may be required. A computer lab in the Library is available for online courses.
- Web-Enhanced Courses – Courses that are traditional face-to-face classes that are augmented with online components. For example, students may check grades or view a syllabus online. Unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus.

The goals of distance education at BCCC include:

- Making educational opportunities more flexible
- Increasing student access by making courses easily available
- Increasing student access by making courses available in alternative formats
- Increasing independence in student learning
- Meeting the needs of local employers
- Increasing access to new audiences

The Division of Continuing Education also offers online courses designed to meet students' needs and interests. Easy access to online courses offers the opportunity for adult learners to take courses at their convenience without traveling to campus. All online courses require students to pay a $5.00 technology fee.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *8/10/15*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2507

Drop Add Withdrawal Procedure

Courses may be added and dropped only during the period designated in the College calendar. Students who need to add or drop a course or to withdraw completely from the College should secure a drop/add/withdrawal form from the Registrar's Office or website. Students who withdraw from a class after the census date and before or on the withdrawal date will receive a grade of W and will not be eligible for a refund. Students who do not complete a class and do not officially withdraw will receive a grade of F for the class. Students are responsible for initiating the withdrawal process. Students who register early for classes requiring pre-requisites must drop those classes if they do not meet the pre-requisites (i.e. students must pass BIO168 in order to remain in BIO169).

To add or drop a course:

The student must:

1. Complete all required information on the drop/add form.
2. Have the instructor sign the completed form (last day of attendance required for drop).
3. Have the academic advisor, lead instructor, or dean sign the completed form.
4. Have the financial aid office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to forward copy of the completed form to the Financial Aid Office and Blackboard Administrator.

To withdraw from course after the drop/add period:

I. Student initiated withdrawal:

The student must:

1. Complete all required information on the BCCC Drop/Add/Withdrawal Form.
2. Have the instructor sign the completed form and record a last day of attendance.
3. Have the academic advisor, lead instructor or dean sign the completed form.
4. Have the Financial Aid Office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office and Blackboard Administrator.

II. Instructor initiated administrative withdrawal:

The instructor must:

1. Record an "L" in Web Attendance for the student's last date of attendance for the student to be administratively withdrawn by the Registrar's Office.

To withdraw from an online course after the drop/add period:

The student must:

1. Complete all required information on the course withdrawal form.
2. Student must email the instructor the following information:
   - Student's full name
   - Student ID#
   - Course code and section#
   - Reason for withdrawing from the course
   - Request last day of attendance
3. Attach instructor email response to completed withdrawal form and return to the Registrar's Office for final processing.

To withdraw from school,

The student must:

1. Complete all required information on the course withdrawal form.
2. Have the instructor sign the completed form and record a last day of attendance.
3. Have the academic advisor, lead instructor or dean sign the completed form.
4. Have the financial aid office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office, Blackboard Administrator and Business Office.
7. Settle outstanding debt (i.e. tuition, bookstore, library, parking, laptops, calculators, etc.)

*The Registrar's Office will notify all instructors as necessary when a student drops a course or withdraws from school.

*A student may not drop a class after the published last day to drop without academic penalty for reasons other than those of documented medical or other emergency.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *3/9/15*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 8.1004

Eating and Drinking in Classrooms Procedure

Eating and drinking is prohibited in classrooms and labs with carpet or computers. Eating and drinking may be permitted in other classrooms, labs, and shops at the discretion of the instructor.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0921

Electronic Devices in Classroom Procedure

All personal electronic devices (cell phones, iPods, Bluetooth headsets, etc.) must be turned off and put away during class. If there is a compelling reason why you must have access to your cell phone or other device during class, you must obtain prior permission from the instructor. Students who disregard this policy may be asked to leave the classroom, and continued abuse of this policy may lead to being dropped from the class.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 8.0603

Emergency Evacuation Procedure

All academic buildings are equipped with an emergency overhead public address system. The following standardized message will be broadcast over this system if evacuation becomes necessary:

> May I have your attention please!
>
> May I have your attention please!
>
> We are now under emergency evacuation procedures!
>
> We are now under emergency evacuation procedures!
>
> Please leave the building now by the nearest exit!"

This entire message would be repeated in 30 seconds. Do not re-enter any of the buildings until you were told to do so by a police officer.

If only specific buildings need to be evacuated, the following message will be broadcast:

> May I have your attention please!
>
> May I have your attention please!
>
> We are now under emergency evacuation procedures for (building Number / building Numbers)!
>
> We are now under emergency evacuation procedures for (building Number / building Numbers)!
>
> Please leave (the building / these buildings) now by the nearest exit! All other buildings continue normal business!"

This entire message would be repeated in approximately 30 seconds. Do not re-enter your particular building until you were told to do so by a police officer.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Campus Security Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.23

Emergency Grant Policy

The College will develop, review and support procedures to maintain and implement an emergency grant procedure contingent on the availability of emergency grant funds from the Beaufort County Community College Foundation.

References

Legal References: *Enter legal references here*

SACSCOC References: *CR 2.10*

Cross References: Emergency Grant Procedure

History

Senior Staff Review/Approval Dates: *05/16/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.2301

Emergency Grant Procedure

This procedure was developed to financially assist qualified students with emergency situations that may force them to drop out of the College.

General Guidelines:
The maximum amount that any student may receive is $500 for their lifetime.

Applications for Emergency Grants are reviewed by the Emergency Grant Committee on a case by case basis.

Students are not eligible to receive an emergency scholarship more than once.

Emergency grant funds will be given to students seeking assistance with tuition, books and/or circumstances due to a catastrophic event.

Eligibility Criteria and Consideration Process:

To be qualified for these funds, the student must meet or provide the following criteria:

1. Applicant must meet with the Foundation Executive Director or his/her designee to complete a Foundation "Emergency Grant Application."
2. Applicant must have a current and fully executed Free Application for Federal Student Aid (FAFSA) on file.
3. Applicant must be currently enrolled as a student at the College.
4. Applicant must be enrolled with a minimum of six (6) credit hours.
5. Returning students must be in good academic standing with a cumulative GPA of 2.0 or greater.
6. Applicant must demonstrate proof of the emergency. (i.e. inability to pay for tuition or books or evidence of a catastrophic event)
7. Provide a letter of support from a College faculty or staff member vouching for the applicant's character and commitment to finishing their education.

Evaluation and Notification Process:

Once these criteria have been fulfilled, the application will be reviewed by the Emergency Grant Committee and voted on by the committee within two (2) business days. Should the committee member(s) fail to exercise his/her right to vote on the application within two (2) business days, the Foundation Executive Director or his/her designee will proceed with the majority vote received.

The applicant's previous financial aid and academic records will also be reviewed in conjunction with their request. Once the Emergency Grant Committee has made its determination, the applicant will be notified of their decision. If the committee finds in favor of the applicant, funds will be paid directly to the entity, or entities owed, as soon as possible.

The president of the College has the authority to review, evaluate and make a final determination regarding an application. Determinations of the Emergency Grant Committee and/or president are final and not subject to appeal.

References

Legal References: *Enter legal references here*

SACSCOC References: *2.10*

Cross References: Emergency Grant Policy

History

Senior Staff Review/Approval Dates: *01/04/16, 05/16/16, 9/19/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 10.06

Employee and Student Input Policy

The Board of Trustees of Beaufort County Community College respects and values the benefits of employee and student input in the planning and decision-making processes of the College. Therefore, the Board encourages individual employees, employee groups and student groups such as Faculty Senate, Staff Association, and the Student Government Association to provide formally structured meet and confer processes to assist in making recommendations as a representative voice to the College President and Senior Staff. Such recognition does not preclude input from others.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Senior Staff Meeting Agenda Procedure
- College Committees Policy
- College Committees Procedure
- Student Government Association Constitution Procedure
- Procedure for Developing and Making Changes to Policies and Procedure
- Staff Association Constitution Procedure

History

Senior Staff Review/Approval Dates: *5/2/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.2502

Faculty Advisor Responsibilities Procedure

Advising students is an important undertaking which will take time, planning, understanding, encouragement, and enthusiasm for each faculty advisor. The faculty advisor assists advisees in making informed decisions and students, in turn, accept the responsibility for their decisions by devising a course of action to achieve their goals. The following are some of the responsibilities of a faculty advisor:

1. To provide ongoing advisement to advisees.
2. Faculty advising is distinct from individual instructional consultations with the students in the faculty member's own classes. The advising responsibility includes establishing specific office hours for advising students. Assistance and intervention should be provided for students not progressing satisfactorily.
3. To be familiar with curriculum departments and College degree/diploma/certificate requirements as specified in the current Beaufort County Community College Catalog and published supplements including information regarding prerequisite and sequence courses.
4. To advise students about selection of courses for each semester to ensure they are meeting degree/diploma/certificate requirements per their curriculum plan.
5. To assist those students who are accepted but who do not want to earn a degree/diploma/certificate from Beaufort County Community College.
6. To advise students about their course load for each semester.
7. Faculty advisors recommend courses which they believe are appropriate, in terms of the student's abilities and outside workloads. When advisors think that the course selection is inappropriate, they should discuss with the student the possible consequences of taking the course.
8. To be knowledgeable of one's area of concentration. Faculty advisors should be aware of current literature and job trends in their vocation/technical area or in the transfer curriculum in which they serve as advisors.
9. To attend required registration training prior to each registration period and remain current on the technology used to register students.
10. To refer students to the Student Services Department for financial aid counseling, student counseling services, Student Government Association opportunities, and Veterans' Affairs counseling.
11. To be aware of registration procedures for students and advise accordingly.
12. Do not enroll students in a course which requires a prerequisite unless the student has satisfied the prerequisite requirements.
    a. Do not allow students to register after the published last day to register.
    b. Schedule students for individual conferences of at least 10-15 minutes for registration advising.
    c. Provide academic advising services for on or off campus registration.
13. To work during registration periods and to remain on campus during official registration periods not inconsistent with their employment contract.

14. To post class and office schedule by 8:00 a.m. on the first day of class after the close of registration.
15. To periodically review and track advisee's academic progress and course selection, making sure the student is progressing towards graduation.
16. To inform distance-learning students of the competencies needed for success in an online environment.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *02/29/2016, 05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.26

Federal Work Study Program Policy

The College participates in the Federal Work Study program which provides funds for part-time employment to help eligible students finance the cost of postsecondary education. Students must file a *Free Application for Federal Student Aid (FAFSA)* to participate in this federal program. The FAFSA can be completed online.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Federal Work-Study Student Handbook Procedure**

History

Senior Staff Review/Approval Dates: *05/18/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.2525

Federal Work-Study Student Handbook Procedure

Introduction

The College sponsors a Federal Work-Study (FWS) Program under the Higher Education Act of 1965, Title IV, Part C. The program, subsidized by the College and federal funds, provides jobs for students who are taking at least six credit hours in their curriculum.

Mission

The mission of the Federal Work-Study Program at the College is twofold:

1. To assist students with financial need in meeting the costs of postsecondary education by providing part-time employment.

2. To stimulate and promote the learning skills, responsibilities and attitudes related to the work environment in an educational setting; combining learning with work that will transfer into careers and vocation after college.

The Federal Work-Study Program is an integral part of the College and is committed to providing benefits for both the student and Beaufort County Community College.

Refer to the BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy.

Eligibility

A student may be selected for employment under the college work-study program only if he/she meets all of the requirements listed below. He/she must be:

1. A citizen of the United States.

2. Must be enrolled at the college for at least 6 credit hours.

3. In need of financial assistance from such employment in order to pursue a course of study at the college. Need is defined as a cost of attending the college less the resources available to the student and is computed by using the national needs analysis system.

4. Maintaining “satisfactory academic progress” while employed under the program. Students should carefully review the college financial aid standards of progress.

Eligibility (Summer)

1. Student must have been enrolled in at least 6 credit hours preceding the summer session and intend to continue their program following the summer session at the college, or

2. Be enrolled at least 6 hours for the first time during the summer session and intend to continue in at least 6 credit hours in the upcoming academic year.

Students attending BCCC during the summer session only, and not during the regular academic year, are not eligible for employment under the program.

Federal Work-Study Application Procedures

1. The student applies for the Federal Work-Study Program by completing the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will determine eligibility for Federal Work-Study funds.

2. The student completes an application for work-study, which will outline the student's skills, experience, and interests. Whenever possible, placement may be made in an area related to the student's course of study or career goals.

3. The work-study coordinator will review student applications and place students in appropriate job settings when positions and funds are available. Returning students may resume their job from the previous school year if requested by their supervisor, and have completed all necessary yearly paperwork with the Financial Aid Office.

4. A student may not begin work until a background check has been approved and all payroll paperwork has been completed, returned to the Financial Aid Office and processed. Required forms include a W-4 (Tax Withholding Form), NC-4 State Form and an I-9 (Employment Verification Form). Proper identification is necessary to complete this process. A valid driver's license, a U.S. social security card or an original or certified copy of the birth certificate will be needed to prove eligibility to work. A valid U.S. passport may be used in place of the previously mentioned documents.

5. The supervisor and the student together complete a Class/Work Schedule form to be on file with the supervisor and the Financial Aid Office. A student's schedule will be reviewed each semester to assure that the student is not working while the student should be in class.

6. Due to the limitation of FWS funds and the fact that it is a need-based program, there is no guarantee that students receiving FWS in the current year will receive FWS in subsequent years.

Student Work Schedules

College departments vary in work schedules. Some offices require that a student's work schedule be Monday through Friday from 8:00 a.m. – 5:00 p.m.; other departments may

require some nights or weekend work. Students are not to work over 8 hours in a day without a 30-minute break reflected on the timesheet. Overtime is not paid to work-study students. Students are only allowed to work up to 15 hours per week. Under special circumstances a student may be allowed to work more than 15 hours in a given week, but not to exceed 38 hours.

When the student is hired, both the student and supervisor will complete a Class/Work Schedule Form and determine an agreeable work schedule. The student must adhere to that schedule throughout the term.

Students are not allowed to work at any time in which their classes are in session. If a class has been cancelled for the day and the student is needed to work during that time, the student must write a notation beside those hours on the time sheet using the following notation: “class cancelled”. Federal regulations stipulate that a student cannot work during class time. This notation would explain why the student was at work during class time.

Exams: If a student’s exam schedule makes the regular work schedule impossible, the student should notify the supervisor well in advance so that missed hours can be rescheduled.

Hours per Week

A student will generally be allowed to work 15 hours per week during the academic year. This keeps the student “on track” and allows the supervisor to plan and prepare work assignments. However, a student’s earned income from work-study plus other aid, such as Pell, scholarships or loans, cannot exceed the student’s individual Cost of Attendance.

A student, who desires to reduce his or her weekly work hours, thereby reducing their total work-study award, should do so within three weeks from the beginning of the term. Once a work-study award is reduced, the award should remain reduced for the remainder of the semester, and no other changes should be made until the end of that semester. Students who do not expend the entire award amount may have their award amount reduced for the next academic year.

Work-study can be suspended or reduced at any time due to lack of funds.

Missed work hours/sickness

Permission to be absent must be requested well in advance of the absence. In case of emergencies, the student should notify their supervisor during the first day of their absence. Students using sickness as an excuse for being absent for more than one day must call the supervisor each day in order to give notice. Excessive absences would be grounds for a disciplinary notice and possible suspension from the program.

Missed work hours each week should be made up the following week, or in cases of excessive absences, as soon as possible. In such cases, the student and the supervisor should determine agreeable times for the missed hours to be made up. Classes cannot

be skipped in order to make up missed hours. In the case of an extended illness, a physician statement is required. In rare cases a student may be permitted to take a leave of absence and be replaced by another student. Once this leave of absence is over, the student will be placed in a position when one becomes available and when funds allow.

Work Assignments

Each day upon arriving for work, the student should consult the supervisor for assignments. Work assignments may also be written or given in advance. Students are not allowed to study or leave the work site without the permission of the supervisor. Supervisors are responsible for ensuring that student employees have enough work to do**.** Supervisors may loan work-study students to other members of the same department, but not outside of the department without special permission from the work-study coordinator.

Each division or department is responsible for closely monitoring the use of student's time. If a student's primary assignment is not requiring all of his or her time, the student should be temporarily assigned to another area within the same department. Students should clearly understand that they are assigned to an entire department or division, with their work time to be used as efficiently as possible throughout the year.

The Federal Work-Study coordinator should be advised, either by the student or the supervisor, if there is not useful work to be done over a period of time. The student will then be assigned to another department.

Work-Study positions are a vital and necessary part of the College's operations and require a commitment on the part of each student and supervisor in terms of time, energy, and dependability. The student's work performance is evaluated and placed in the student's permanent file in the office of the work-study coordinator. This evaluation may be used in determining any recommendations the College may make concerning future employment references for the student.

Students should be assigned work only related to their Federal Work-Study position. They should not be asked to perform any work not directly related to their position (i.e. help with a supervisor's non-work related task). Supervisors should not expose the work-study student to any sensitive information without proper training and documentation. If a student feels they have been exposed to sensitive information, is concerned with the confidentiality or security of information they have been asked to work with, or is requested to perform work not related to their position, they should contact the work-study coordinator in the Financial Aid Office immediately.

Timesheets

Students should keep an accurate daily account of time worked on a timesheet. Timesheets should be filled out daily. Supervisors should monitor accuracy of the times worked to prevent students from being paid for hours not worked. In accordance with Federal Regulations, both the student and the supervisor, or supervisor's representative,

must sign the timesheet, certifying the hours as a true statement of hours worked. Therefore, a supervisor cannot be expected to certify back hours for a student who turns in late timesheets. Timesheets must be retained for three years for auditing purposes.

The student is responsible for ensuring the timesheet is completely filled out. The supervisor is responsible for turning in the timesheet to the Financial Aid Office by the 5th of each month; should the 5th fall on a weekend, the timesheet is due on the last business day before. Timesheets that are held for more than 30 days and not turned into the work-study coordinator for payment will be at risk of not being paid. Fraudulent or "padded" timesheets will result in termination from the FWS program and will be considered a code of conduct violation.

Students should not submit a timesheet prior to having worked the hours that are shown as having been worked. No timesheet should be signed before scheduled hours have been completed.

Pay Periods
Students are paid on the last workday of the month following the timesheet deadline. Work-study students are paid $8.50/hour for on campus jobs and $9.50/hour for off-campus tutors (Reading Literacy) and community service positions. Students in FWS must participate in the college direct deposit program.

Satisfactory Academic Progress
All FWS students must maintain satisfactory academic progress in their courses of study to remain eligible for FWS funds. For the level of satisfactory progress to be maintained, the student should refer to the Beaufort County Community College website. A new student applying for a work-study position must have at least a 2.0 GPA to be considered for a position.

Work-study Student Evaluations
Effective evaluation is important in measuring the student's development. Periodic evaluations of the work-study student by the supervisor provide an opportunity for the student to become aware of strengths and weaknesses. Evaluations will be placed in the student's permanent work-study records in the Financial Aid Office. Results of evaluations may be used in determining any recommendations the College may make concerning future employment references for the student. Supervisors are required to evaluate the student at the end of each term.

Dress Code
Each Individual department determines the dress code for work-study students. Students are required to dress appropriately for the specific job as stated by each supervisor. The student is expected to dress in a conservative manner as they are representing the College. The supervisor or the work-study coordinator will address a student's inappropriate dress. Disciplinary action may be required if the problem is not corrected.

Procedure for Student Disciplinary Action

1. Student would receive a request to come to the coordinator's office to discuss the disciplinary action and the disciplinary notice will be presented at this time.

2. When the student meets with the coordinator, the action taken and the reasons for the action are explained in full. The student is encouraged to share his or her perspective on the problem.

3. Student is given the opportunity to write an explanation of the circumstances surrounding the action, which may be written directly on the Disciplinary Notice or as an attachment at a later date if the student chooses to return to the office with additional comments.

4. If the coordinator of the work-study program deems it appropriate, a meeting is scheduled with the student, the supervisor and the coordinator. All sides of the problem are discussed, along with possible solutions.

5. If no solution is agreeable to both the student and the supervisor, the coordinator can choose to find another assignment for the student. If the student chooses not to accept the offer of another assignment, the student is asked to sign the Decline Form, indicating that the student will not work for the remainder of the year.

6. In cases of theft, insubordination, a fraudulent timesheet, repeated failure to report to work without notification, or any other serious violation of work-study procedures or policies and procedure regarding campus conduct, the student may be suspended immediately from the FWS program.

7. In cases of suspension from the FWS program, the student may not work the remainder of the term. Gross misconduct may result in permanent suspension from FWS employment or further disciplinary actions as deemed appropriate.

8. All work-study students are responsible for reviewing relevant handbooks, policies, and procedures available through the college website.

If problems arise, disciplinary action should begin with the student's supervisor/department. However, the work-study coordinator reserves the right to implement the disciplinary procedures if necessary. Possible outcomes are:

1. Official warning

2. Recommendation for suspension from current FWS position

3. Recommendation for immediate suspension from the FWS program

Students and supervisors are required to complete a memo of understanding regarding participation in the FWS program.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Academic Support Services Policy, Federal Work Study Program Policy**

History

Senior Staff Review/Approval Dates: *06/06/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.06

Fee for Verification of Student Identity Policy

Beaufort County Community College does not assess student fees or charges for the purposes of verifying the identity of students enrolled in distance education classes or programs.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Verification of Student Identity Procedure

History

Senior Staff Review/Approval Dates: *1/21/2014*

Board of Trustees Review/Approval Dates: *1/14/2014*

Implementation Dates: *Enter date(s) here*

Procedure 3.2201

Fees and Expenses Procedure

Curriculum

The College receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition rates are set by the North Carolina General Assembly and the State Board of Community Colleges, and other fees are established by the Board of Trustees of the College. The total expense consists of tuition, student activity fee, textbooks, technical fee, supplies and materials, uniforms, and malpractice insurance, if applicable. The cost of textbooks, supplies and materials, and uniforms varies according to the curriculum. All tuition and fees must be paid in full on registration day. Students who will be attending school on a scholarship or are being assisted by a private individual, company, club, or state agency should consult the section on College Expenses Paid By Outside Agencies to determine the information that must be furnished to the Business Office prior to registration. Students who are in need of financial assistance should consult the section on Financial Aid. The tuition schedule and all other fees are explained below.

Tuition

All students are charged tuition and fees according to the BCCC Tuition and Fees Schedule. These rates are subject to change by action of the General Assembly.

Student Activity Fee

The Student Activity Fee is based upon the number of credit hours for which a student is enrolled. See BCCC Tuition and Fees Schedule. The funds collected by the activity fee are used to support social and athletic functions, special academic projects, cultural events, clubs, health- and diversity- related activities, accident insurance, graduation, and other student related activities.

Technology Fee

The Curriculum technology fee is based upon the number of credit hours for which a student is enrolled. See BCCC Tuition and Fees Schedule. The funds collected by the technology fee are used to support the cost associated with technology initiatives on our campus including computer labs, student email, and other related student technology initiatives.

Graduation Fee

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a diploma or degree and/or attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate

before applying.

Textbooks and Supplies

The cost of textbooks and supplies are not included in tuition and fees and varies according to the curriculum but averages about $300 per semester for a full-time student. Textbooks may be purchased from the bookstore on campus.

Uniforms

Uniforms are necessary for the Associate Degree Nursing, Nursing Assistant, Medical Laboratory Technology, Practical Nursing, Cosmetology, and BLET programs. Uniforms are purchased by the student.

Malpractice Insurance

Students enrolled in Associate Degree Nursing, Human Services Technology, Practical Nursing, Nurse Aide, Emergency Medical Tech, or Medical Laboratory Technology must purchase malpractice insurance. The Student Liability Insurance Program provides coverage at a minimum cost and is available through the College.

Continuing Education

The College receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Registration fees are set by the North Carolina General Assembly and the State Board of Community Colleges, and other fees are established by the Board of Trustees of the College. The total expense consists of registration fees and course fees. The cost of textbooks, supplies and materials, and uniforms varies according to the course. Registration and course fees must be paid in full at time of registration.

Registration Fees

All students are charged registration and course fees according to the Continuing Education Registration and Fee Schedule. These rates are subject to change by action of the General Assembly. Self-supporting course fees may vary but are calculated according to the Self-Supporting Policy and Procedure.

Textbooks and Supplies

The cost of textbooks and supplies are not included in registration and course fees and varies according to the continuing education class. Textbooks may be purchased from the college Bookstore. Textbooks and supplies are purchased by the student.

Uniforms

Uniforms are necessary for some continuing education programs. Uniforms are purchased by the student.

High School Equivalency Graduation Fee

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a certificate and attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before applying. Students earning their High School Equivalency in the College and Career Readiness program may participate in graduation.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Fees and Refunds Policy, Self-Support Policy, Self-Support Procedure

History

Senior Staff Review/Approval Dates: *04/11/2016, 05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.22

Fees and Refunds Policy

Curriculum

All student tuition and fees must be paid in full at time of registration. Students who will be attending school on a scholarship or are being assisted by a private individual, company, club, or state agency should consult the Financial Aid Office to determine the information that must be furnished to the Business Office prior to registration.

In accordance with N.C. Administrative code, 23 NCAC 02D.0202 TUITION AND FEES FOR CURRICULUM PROGRAMS

In accordance to State Board of Community College Code, a refund shall be made under the following circumstances:

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment. Fees are refunded at 100 percent only when all tuition is refunded at 100 percent.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester. Fees are non-refundable when any portion of a student's tuition is refunded at 75 percent.
3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.
5. Students who have not attended a class by the 10 percent date of the class will be dropped by the instructor as "never attended." If no other charges (Ex: Bookstore charges, other tuition charges) have been applied to the account, the student will receive 100% adjustment and/or refund for the class. If charges have been applied to the account, no tuition and/or fee adjustments or refunds will be processed.
6. A 100% refund shall be made if a student is initially deemed as "in state" for tuition purposes but changed to "out of state" by the Residency Determination System, and the student has "no means" or "no desire" to pay the "out of state" tuition rate. The student must officially withdraw within 10 calendar days of the College notifying the student of the change in residency status.

Miscellaneous fees are non-refundable, including: gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

Continuing Education

All registration fees and course fees must be paid in full at time of registration.

In accordance to State Board of Community College Code and College policy, a refund shall not be made except under the following circumstances:

1. A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is cancelled due to insufficient enrollment.
2. After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the census point of the scheduled hours of the class. NOTE: Only registration fees can be refunded in this circumstance. Course fees are non-refundable.
3. Registration fees and course fees for self-supporting classes are non-refundable once the class begins.
4. If a student that has paid the required registration fee for a course passes away during that course, all registration fees for that semester may be refunded to the estate of the deceased.

References

Legal References: 23 NCAC 02D.0202 Tuition and Fees for Curriculum Programs; 1E SBCCC 900.2; 1E SBCCC900.3

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Fees and Expenses Procedure**

History

Senior Staff Review/Approval Dates: *8/4/15, 05/09/2016, 08/08/16, 9/12/16*

Board of Trustees Review/Approval Dates: *8/4/15, 06/07/2016, 10/04/2016*

Implementation Dates: *Enter date(s) here*

Policy 3.03

Field Trip Policy

Field trips should be educational and provided as economically as possible. Students may be charged fees to cover costs of field trips sponsored by the College. Out-of-state trips require additional approval.

International Travel

The College supports international travel and collaboration by its students that supports the mission of the College. The College does not permit travel on college business to countries under a current Department of State Travel Warning or Centers for Disease Control Warning Level 3. Petitions for exceptions to this policy may be made to Senior Staff.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Field Trip Procedure, Travel Authorization Procedure

History

Senior Staff Review/Approval Dates: *05/09/2016, 8/1/2016*

Board of Trustees Review/Approval Dates: *06/07/2016, 8/2/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.0934

Field Trip Procedure

Procedures for In-State and Out-of-State Trips

Field trips are permissible when they are designed to enrich the learning experiences of students. A member of the College faculty or staff, designated as the coordinator of the trip, must accompany the group making the trip. The coordinator and dean/director, as well as Administrative Services, are responsible for facilitating the field trip for students.

Coordinator Responsibilities

1. Field trips are to be planned in advance. Allow time for pre-instruction, post-discussion, and evaluation with your class. Orient students in advance concerning the objectives of the trip, hazards, or highlights.

2. Secure permission from the agency in charge of the facilities to be visited.

3. All arrangements are to be made by the coordinator. Inform the students of the field trip at least two (2) weeks prior to the field trip, and plan to review any pertinent material relevant to the trip before the field trip.

4. Estimate the costs of the field trip, develop a budget based on costs, estimate the number of participants, and determine the student charge rounded to the nearest dollar.

5. Secure permission from the dean/director.

   Curriculum: An approved Curriculum Field Trip Request Form must be completed and signed by the vice president of academics and the dean at least five (5) days prior to the field trip.

   Continuing Education: An approved Continuing Education Field Trip Request Form must be completed and signed by the vice president of continuing education and the director at least five (5) days prior to the field trip.

6. Complete arrangements for class and/or office coverage while on the field trip.

7. Arrange with the dean/director for transportation and for authorization for the students to be absent (if necessary) from classes in order to make the trip. A list of participating students shall be left with the dean/director.

8. Transportation will be arranged by the coordinator.

Dean/Director Responsibilities

1. Ensure that students are informed of the approximate field trip charges at the time they enroll in the course through the publication of charges in the class schedule.

2. Submit, through the appropriate vice president, a summary report for each trip that includes:

   a) Course name/number

   b) Field trip name/account number

   c) Budget/actual revenues and expenses

   d) Current surplus/deficit

   e) Future plans

Procedures for Trips Abroad: Reference BCCC Study Abroad Manual

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Field Trip Policy

History

Senior Staff Review/Approval Dates: *05/09/2016, 02/05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2506

Financial Aid Advising Procedure

Advisors should be aware of the basic regulations which govern the students' financial aid entitlement. Some are detailed on the following page; however, the Office of Financial Aid is at the disposal of each advisor for information and assistance.

1. A financial aid recipient must be enrolled in a program of study leading to a degree or diploma.

2. The amount of educational assistance available per semester is conditional upon, among other things, an individual's need as determined by the Free Application for Federal Student Aid, the student's enrollment status and program of study.

3. Accurate academic records must be kept in order to evaluate the progress of financial aid recipients.

   Financial Aid recipients must maintain satisfactory academic progress in order to receive student aid.

   A financial aid recipient who is placed on academic probation for one semester must show academic progress at the end of the next semester or student aid will be terminated because of unsatisfactory progress.

4. Courses for which a student has not successfully completed may be repeated once.

5. Students enrolled in miscellaneous courses that do not lead to an approved educational, professional, or vocational objective are considered to be enrolled for self-improvement purposes and cannot receive financial aid.

6. Financial aid is not available for audited courses.

7. Additional information, including kinds of programs and the application and award process, etc., are included in the BCCC catalog and *The Student Guide* published by the federal government.

Questions concerning financial aid recipients or financial aid regulations should be referred to the Financial Aid Office.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *6/5/15*

Board of Trustees Review/Approval Dates: *6/5/15*

Implementation Dates: *Enter date(s) here*

Procedure 3.2535

Financial Aid Disbursement Procedure

Beaufort County Community College will mail all financial aid disbursement checks to students at their designated address listed in Computer Information System. A schedule of disbursement dates will be developed by the financial aid staff and posted to the College website at least one semester in advance. Students should allow a minimum of five to ten business days from the mailing date prior to calling the Financial Aid office for inquiries. All checks will be mailed by 4 p.m. on the date designated provided there are no extenuating circumstances.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *3/21/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2526

Financial Aid Procedure

Academic Progress
Academic Appeals
Federal Programs
Other Programs
State Programs
Student Rights and Responsibilities

Beaufort County Community College (BCCC) provides assistance to students who are in need of financial aid to meet their educational expenses. The financial aid program consists of three major types of aid: grants, scholarships, and student employment. An eligible student may receive one or more of these types of financial aid. Interested students should contact the Financial Aid Office.

In making award decisions, the Financial Aid Office first determines the student's financial need for college attendance. The need is the difference between the resources of the student (and his or her parents if a dependent) and the costs of attending the school. Any student who has completed the free federal financial aid application is considered for all types of financial aid without regard to the student's sex, race, age, religion, national origin, or handicap. In all financial aid awards, the student has the right to accept, reject, or appeal the aid offered.

To receive financial aid, a student must be enrolled as a regular student in an eligible program. Students must have a high school diploma from a high school recognized by the Department of Education or a recognized high school equivalency certificate, be a U.S. citizen or an eligible non-citizen, show financial need, be making satisfactory progress, not be in default on an educational loan, not owe an overpayment on a federal grant, and be registered with the selective service, if required to do so. The student must certify that he/she will use the money only for expenses related to attending school.

Applying for Financial Aid

Students should first apply for admission to BCCC. Then, to be considered for all need based aid, including institutionally administered scholarships, students must complete the Free Application for Federal Student Aid (FAFSA) The FAFSA requires listing an institutional code for the school that the student plans to attend. BCCC's school code is 008558. The application process is completed when the Financial Aid Office receives an Institutional Student Information Report (ISIR) for the student. Electronic ISIRs are transmitted to the Financial Aid Office from the Federal processor for students who list BCCC on their aid application.

Because of the time involved in processing applications, a student must have a completed file in the Financial Aid Office by June 1 to be assured of receiving financial aid by the beginning of Fall semester. Awards for students starting in the Spring, require a completed file by November 1.

Special Circumstances

If a student has experienced a change in financial circumstances since completing a financial aid application, an appeal may be made to BCCC's Financial Aid Office. The student must submit a written request for reconsideration explaining the circumstances affecting the student and/or family's contribution towards college expenses for the current academic year. The student's application will be re-evaluated and additional aid awarded if the Financial Aid Office deems the circumstances warrant additional aid.

Verification Process

Federal Regulations stipulate that certain ISIRs, as selected by the Federal Processor, be verified. BCCC verifies the required ISIRs and any additional ISIRs that appear to have conflicting information or are believed to be incorrect (and corrected ISIRs if necessary) as per the Department of Education verification regulations.

Applicants are responsible for providing requested documentation within two weeks of notification. Should information on an application need correcting, the corrections are made electronically by the Financial Aid Office.

No financial aid awards are made until all verification procedures required by federal guidelines are met.

Award Decisions

In developing a financial aid award for a student who has a completed application on file, the financial aid officer will derive the financial need of the student by:

1. Assigning a cost of attendance;
2. Subtracting the expected family contribution;
3. Subtracting assistance awarded to the applicant by other agencies, organizations, and private donors.

This process will generate the financial need for the student. The Financial Aid Office will make every effort to help meet that need by utilizing the various aid programs for which the applicant qualifies.

The table below lists approximate budgets that have been established by the Financial Aid Office as reasonable budgets for typical students. When the Financial Aid Office deems it necessary to make adjustments, a budget will be established on an individual basis.

In State Campus-Based Student Financial Aid Budgets 2017-2018

Dependent Without dependents living with parents		**Dependent** Not living at home
Or		Or
Independent Without dependents living with parents		**Independent** Other
Tuition & Fees	$2504	$2504
Books	$1930	$1930
Room & Board	$4153	$8914
Transportation	$2054	$2054
Misc. Expenses	$1350	$1350
Totals	$11,991	$16,752

Students will be notified of the award after the ISIR is received by the Financial Aid Office if:

1. The College has received its official Title IV funding figures from the U.S. Department of Education.
2. The Payment Schedule, from which the size of the award is determined, has been published by the U.S. Department of Education.
3. The verification process is complete.

Award letters are based on full-time enrollment. The requirement for full time eligibility for Federal and State Grant Aid is 12 or more credit hours; except for the North Carolina Community College Grant (NCCCG) which requires 16 or more credit hours for full time plus status, ¾ time is 9, 10 or 11 credit hours; ½ time is 6, 7, or 8 credit hours, less-than-half time is 5, 4, 3, 2, or 1 credit hour. The award will be reduced proportionately if the student attends less than full-time. Actual award amounts are based on the number of credit hours in which the student is enrolled that are applicable to the program of study the student is enrolled in. Students awarded the North Carolina Community College Grant and/or the NC Education Lottery Scholarship must be enrolled at least one-half time (6 credit hours). Courses completed through credit by exam are not eligible for financial aid.

The enrollment status of students in Practical Nursing, Basic Law Enforcement Technology as well as other certificates that are determined eligible for Title IV aid are determined differently and may affect the award amount. Federal regulations require that these programs use a formula based on the number of class hours in which the student is enrolled each week. As a result, the enrollment status will not be the same as students in associate degree programs.

Program of Study

To be eligible for financial aid a student must enroll in a program leading to a degree, eligible diploma, or eligible certificate. Most diploma and certificate programs are not eligible for Federal or State funding. The financial aid will be based on one program of study. In addition, financial aid will not be considered for courses that are not program requirements as listed in the student's catalog of record (academic year).

Award Disbursements & Book Purchases

The student's Federal, State and Institutional aid should appear on the Beaufort County Community College Cashier's Office computer record once the student has been awarded. Tuition and fees will be deducted from the student aid account.

*Developmental Courses and Late Start Classes (Modules and Mini-mesters) - Students enrolling in developmental courses and classes with irregular start dates are awarded aid based on the credit hours actually attended at the beginning of the semester. The student will not receive the balance of their grant until after attending the class (usually mid-semester). Financial aid funds may be used to hold these classes, however, the student must register for the class prior to the term census date.

Books and supplies may be charged to the student's award account approximately two weeks prior to the beginning of the semester in the online Bookstore and the first week of classes. If purchasing books from an alternative source is more convenient, the College offers a service allowing students to buy books and supplies with grant money at off-campus locations. However, the student is limited to one vendor each semester (i.e., the student will not be allowed to purchase books and supplies at the BCCC online Bookstore and an off-campus location). The following conditions apply:

- The student must request in writing to the Financial Aid Office 10 days prior to the first day of class that grant monies be used at an off-campus location.
- The student must provide the Financial Aid Office with an invoice from the off campus vendor or, if books are to be purchased on the Internet, a list or printout including ISBN(s) from the online vendor. The student must also provide an acceptable shipping address for the vendor. BCCC is not responsible for problems regarding shipping or quality of the merchandise.

After tuition/fees and bookstore purchases, checks for any remaining award balance will be disbursed to students. Check release dates are listed in the student's award package. Refund checks will be mailed unless otherwise posted.

Students who are participating in the Federal Work-Study Program will be paid the last working day of the month. The checks will cover the hours the students worked during the respective pay period.

NOTE: Any delay in the receipt of award letters or of financial aid checks to students because of an incorrect address is not the responsibility of the Financial Aid Office. The student is responsible for completing the Information Change form with the Admissions Office.

Withdrawals, Refunds, and Repayments

Federal and state regulations specify how BCCC must determine the amount of Title IV program assistance and state funds that can be earned if a student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Student Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). The state programs that are covered are the North Carolina Community College Grant and the North Carolina Education Lottery Scholarship.

When withdrawing during a period of enrollment, the amount of Title IV program assistance and/or state funds that have been earned up to that point are determined by a specific formula. If a student receives (or the College or their parent received on their behalf) less assistance than the amount that has been earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the College and/or the student.

The amount of assistance that a student earns is determined on a prorata basis. Once the student has completed more than 60% (Federal) and 35% (State) of the payment period or period of enrollment, the student earns all the assistance that was scheduled to be received for that period.

If the student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. The College will automatically apply the post-withdrawal disbursement of grant funds against any outstanding balance of tuition and fees. The school must have permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds.

If the student receives (or the College or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of (1) the institutional charges multiplied by the unearned percentage of the funds, or (2) the entire amount of excess funds. The College must return this amount even if it didn't keep this amount of the student's Title IV program funds. If BCCC is not required to return all of the excess funds, the student must return the remaining amount.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or were scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when withdrawing are separate from the refund policy of the College. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. BCCC will also charge for any Title IV program funds

that it is required to return. You may contact the College Cashiers Office for information on the school's refund policy. The Registrar can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Grants

Pell Grant	The Pell Grant is a federal aid program providing funds for qualified students enrolling in an eligible program at an eligible institution of higher education. The law requires that financial need for Pell Grants be assessed by a formula, which is reviewed by Congress each year and is applied uniformly to all applicants. This formula takes into account such indicators of family financial strength as income, assets, family size, and family educational expenses. The maximum Pell grant for academic year 2017-2018 is $5920. Students with bachelor's degrees are not eligible. You are limited to a life-time Pell Grant eligibility of 12 full-time semesters (or its equivalent). The duration of your eligibility is determined by the U.S. Department of Education.
Federal Supplementary Educational Opportunity Grant (FSEOG)	The Supplemental Educational Opportunity Grant Program is designed specifically for students with exceptional financial need. Priority is given to Pell Grant recipients. Selection is based on financial need, enrollment status and application date. The program is federally funded, and the institution is responsible for selecting eligible students.
North Carolina Community College Grant	The North Carolina Legislature has established a need-based grant to help meet the educational costs of North Carolina residents attending a community college. To be eligible a student must be a North Carolina resident for tuition purposes, enroll for a least six credit hours per semester in an undergraduate curriculum program, meet the Satisfactory Academic Progress requirements of the institution and not be in default of any loan or overpayment of any grants. Applicants must complete the Free Application for Federal Student Aid (FAFSA). Students who have earned a bachelor's (four-year) degree are ineligible. An eligible student may not receive this for more than ten semesters or the equivalent thereof.

Scholarships

North Carolina Education Lottery Scholarship (NCELS)

The North Carolina Education Lottery Scholarship (NCELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located within the state of North Carolina. To be eligible a student must be a North Carolina resident for tuition purposes, enroll for a least six credit hours per semester in an undergraduate curriculum program, meet the Satisfactory Academic Progress requirements of the institution and not be in default of any loan or overpayment of any grants. Applicants must complete the Free Application for Federal Student Aid (FAFSA). Students who have earned a bachelor's (four-year) degree are ineligible. An eligible student may not receive this for more than eight semesters or the equivalent thereof.

North Carolina Forgivable Loans for Service (FELS)

The FELS Program was established by the North Carolina General Assembly to provide assistance to qualified students who are committed to working in North Carolina in designated critical employment shortage professions. Current shortage areas include teaching, allied health, nursing and medicine. Students interested in receiving assistance through the FELS Program should read the loan forgiveness eligibility requirements for the educational programs and the FELS Program Rules prior to submitting an application. Students who do not fulfill the service requirements must repay the loan in cash, plus interest that begins to accrue upon disbursement of the loan. Additional information and program applications may be found at www.cfnc.org/fels. The application deadline is April 1 prior to the beginning of the school year beginning in August.

NC Reach (Child Welfare Postsecondary Support Program)

NC Reach, also known as the Child Welfare Postsecondary Support Program, was established by the 2007 General Assembly to provide funding for college students who aged out of North Carolina public foster care or whose adoption from North Carolina public foster care was finalized on or after their 12th birthday. Award amounts vary. Benefits are determined based on federal and state grants and scholarships, including the Pell Grant, the Education Training Voucher and state scholarships such as the North Carolina Education Lottery Scholarship, which are applied first to the predetermined costs of attendance at the qualifying school. The NC Reach Scholarship will pay up to the balance of the predetermined costs of attendance. To apply for this program, please visit the NC Reach website. Additional information may be obtained by calling the NC Reach team at (800) 585-6112.

BCCC Foundation Scholarships

Many students are assisted each year with funds contributed to the College by friends, corporations, and organizations and the BCCC Foundation. Awards are usually based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (residence, field of study, etc.) A scholarship selection committee selects recipients. Additional information may be obtained from the BCCC website. To be considered, students must complete a BCCC Foundation Scholarship Application in addition to the Free Application for Federal Student Aid (FAFSA).

Loans

Beaufort County Community College ceased participation in the Federal Direct Student Loan Program effective July 1, 2015, the end of academic year 2014-2015. Beaufort County Community College will still be accepting Alternative Student Loans from private lenders as a payment for tuition, fees, books and supplies. These funds can also be refunded to the student after the charges due to the college are deducted during the regular refund dates of the semester. These funds can be used towards the cost of attendance expenses (housing, transportation, personal expenses, etc.) while attending BCCC. The student may find that they still are in need of additional funds beyond the grants and/or scholarships that may be awarded through the federal or state government. If so, the student has the option of applying for these types of loans. Should the student need further assistance with funding, visit The Smart Student Guide to Financial Aid website. It is the responsibility of the College to notify students that these alternative loan options require a credit check and/or co-signer and that the interest rate may be higher than the Federal Student Loan program . Once the student has submitted their application to the lender, BCCC will be notified to certify the student's eligibility. The student must have completed the Free Application for Federal Student Aid and completed a Financial Aid file with the BCCC Financial Aid Office prior to certification by the college. If approved, the funds will be sent to the College for distribution. The student will be able to apply these funds toward tuition, fees, books, and supplies from the BCCC bookstore.

Outside Scholarship Listings and Websites

Finding funds to pay for college can be challenging. In addition to Federal and state grants and scholarships offered through your Financial Aid Office to eligible students, students can find countless websites that offer 'outside scholarships'. What this means is that BCCC is, as a general rule, not involved in the application or selection process. BCCC's Financial Aid Office is available should a student have general questions on how to begin, however, students are given the information and are to follow-up on their own.

Outside scholarships or resources are funds from high schools, civic organizations, churches, educational foundations, Vocational Rehabilitation programs and other organizations external to the college. The student must notify the Financial Aid Office as soon as the student learns that they will receive outside aid since these funds may affect eligibility for other aid. The student must send the Financial Aid Office a copy of the notification letter. If the student's award does not list all of the outside resources, notify the Financial Aid Office immediately. The Financial Aid Office will revise the financial aid award if necessary.

Go to the BCCC website for a list of current scholarships and websites.

Student Employment

Federal Work Study (FWS) funds allow students to be employed by the College, a federal, state, or local public agency, a private nonprofit organization, or a private for profit organization. At least 7% of federal work study funds allocated to the institution must be utilized to support students working in a community service job, which may include reading and math tutors at local schools. Funds for these student jobs are provided by the Federal government through its Federal Work Study Program and the rate of pay is regulated by the Federal minimum wage law. Priority is given to students with the greatest financial need and jobs are awarded according to application date. Students should consider academic responsibilities before assuming the obligation of part-time work.

Workforce Investment Opportunity Act (WIOA)

Services offered by the enactment of the Workforce Investment Act (WIOA) 2014 are being implemented through NCWorks, a One-Stop Career Center, located at 1502 N. Market Street, Washington, NC.. Beaufort County Community College is a partner agency with NCWorks. Financial assistance for specialized training may be obtained provided eligibility factors are met. All services through NCWorks are free to the public. Individuals seeking WIOA services should report to NCWorks or call 252-940-0900 to speak to a representative.

Vocational Rehabilitation

In order to qualify, a student must have a mental or physical disability, which is a handicap to employment. There must also be a reasonable expectation that as a result of vocational rehabilitation services, the person may become gainfully employed. Each program is designed individually with the student. The amount of the award is based on need and the type of program in which the individual is enrolled. It generally pays for tuition, fees, and for some books and supplies. In some cases, supportive services such as interpreters, attendants, and transportation are covered.

Additional information may be obtained by contacting the Vocational Rehabilitation Office nearest the student's home, or the student may contact the NC Division of Vocational Rehabilitation Services at, 2801 Mail Service Center, Raleigh, NC 27699-2801 or call (919) 855-3500.

North Carolina Division of Services for the Blind

Services may be provided for those who are legally blind or have a progressive eye condition which may lead to blindness. The amount of the grant varies according to need but may contribute to tuition, fees, reader services and in some cases, room and board. Eligibility is determined by an interview with a rehabilitation counselor.

Additional information may be obtained by writing to Visually Handicapped, Deputy Chief of Rehabilitation, Division of Services for the Blind at, 2601 Mail Service Center, Raleigh, NC 27699-2601 or call (919) 527-6700.

Financial Aid Satisfactory Progress Standards Policy

Eligibility of Title IV aid is based on maintaining satisfactory progress while attending BCCC and is not affected by whether or not the student previously received such aid. In order to receive aid, all financial aid recipients are required to maintain satisfactory progress toward completing a degree, diploma, or certificate. The following standards are applicable to all financial aid programs including the federally sponsored Title IV programs.

Grade Point Average

To maintain satisfactory academic progress, students must earn a cumulative GPA according to the number of semester hours for which they have attempted as indicated in the table below to receive assistance. This policy went into effect on 10/2/2013.

Hours Attempted	Grade Point Average
0 – 12	1.00
13 – 24	1.50
25 – 36	1.75
37 and above	2.00

Maximum Time Frame Limitation

The maximum time allowed for program completion is one and one-half times the number of program hours as outlined in the College catalog required of full-time students to complete a curriculum. A student becomes ineligible when it becomes mathematically impossible to complete their program of study within the 150% limit of its length. If the curriculum attempted has not been completed within the allowable time, then satisfactory progress is not being maintained and financial aid will be terminated. The time frame begins when the student first attends the College and continues until that student successfully completes a program of study regardless of the number of years that may elapse between enrollment periods. Since the time frame is cumulative, students may lose financial aid eligibility by switching programs before successfully completing a program of study.

Once a student completes a program successfully, the student becomes eligible for a

new time frame if he/she plans to pursue a second certificate, diploma, or degree. Transferable credit hours from the completed program are counted toward the time frame for a new course of study.

Credit hours for course incompletes, withdrawals after the 10% point of the semester, and repeated courses will be counted as hours attempted toward the maximum time frame. Developmental coursework as determined by placement testing is not counted toward the maximum time frame. However, federal regulations limit students to 30 hours of developmental coursework which may be paid with Federal funds.

Completion Rate

Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, in order to maintain satisfactory academic progress. Completed credit hours include: A, B, C, D, CE, and P (passing). Audits (AU), withdrawals (W), failures (F), withdrawn/failed (WF), re- enrolls (R), in progress (IP) and incompletes (I) are not considered a successful completion of coursework. Students failing to maintain satisfactory progress are ineligible for aid until the required number of credit hours are completed.

Treatment of Incompletes, Withdrawals, Repeated Coursework and Transfer Credit

Withdrawals and Incompletes are not included in GPA computation however; they are included in hours attempted in GPA satisfactory academic program scale. According to institutional policy, incomplete grades not removed by the student by the end of the following semester (excluding summer session) will revert to an “F”. In determining completion rates, “W” and “I” grades are considered and count toward the maximum time frame for completing a program of study.

Students are permitted to repeat courses and only the most recent course grade is counted in the GPA calculation. All repeated hours are counted as attempted. However, completed hours are counted only once as completed, unless the program requirements make retaking a previously passed course mandatory. Example: an outdated computer course.

Transfer credits from other postsecondary institutions will be used to determine quantitative satisfactory academic progress for completion rate, attempted hours in GPA satisfactory academic progress scale and maximum time frame.

Financial Aid Academic Warning

At the end of each semester the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured. Students failing to make academic progress receive a Financial Aid Academic Warning letter.

Financial aid recipients on academic warning will be granted a one semester period,

following their first semester of failure, to regain satisfactory progress. During this warning period, students can continue to receive financial aid provided they are otherwise eligible.

To regain aid eligibility, the student must achieve the minimum required standards during the warning period: the minimum required grade point average according to the Satisfactory Academic Progress scale and a 67% overall completion rate. If, at the end of the financial aid warning period, the student is able to re-establish satisfactory academic progress, the warning is lifted. Students who fail to regain satisfactory academic progress during the warning semester are ineligible for aid until their progress is again satisfactory.

Financial Aid Appeals and Probation Procedure

Students with mitigating circumstances are encouraged to use the appeals process. The circumstances being appealed must be properly documented and will be evaluated by the Director of Financial Aid.

The Director of Financial Aid shall inform the student in writing of financial aid termination. If the student desires to appeal the termination of financial aid, an appeal package must be submitted to the Director of Financial Aid within fifteen (15) school days prior to the first day of the term for which the student is seeking reinstatement of financial aid assistance. The student must give the reasons why he/ she did not make satisfactory progress and why financial aid should not be terminated (examples: extended illness, hospitalization, accident, death of immediate family member). Documentation to support the appeal is required. In addition to the other information students must provide to appeal termination of financial aid, students must also state what has changed in their situation that will now allow them to make SAP. Examples of non-appealable reasons are immaturity of the student in past years, being a single parent, repeated transportation issues, lack of childcare, pregnancy or registering for more classes than you are capable of completing. The Federal government does not recognize these as extenuating circumstances. A student may only be approved for one probationary appeal during the entire time they are enrolled as a student at BCCC.

The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. Students who successfully appeal are placed on probation and are eligible for financial aid during the probationary semester. Students on probation are required to achieve a 2.25 GPA and complete two-thirds of their attempted coursework for that semester and/or may be required to fulfill specific terms and/or conditions such as taking a reduced load. The student will be advised in writing of the decision, terms and/or conditions.

The student must complete an academic success plan if it is determined during the appeal process that the student will require more than one semester of a 2.25 GPA and 67% completion rate to successfully establish the required cumulative GPA and completion rate. Continued probationary eligibility for financial aid is contingent on meeting the requirements of the academic plan.

A student wishing to appeal the decision of the Director of Financial Aid may do so by writing to the Director of Financial Aid, c/o the Financial Aid Office within five school days of receipt of the decision. Subsequent appeals may be made to the Vice President of Student Services and finally through the student Due Process Procedure, if deemed necessary by the student.

Reinstatement of Financial Aid Eligibility

Should a student have his/her financial aid eligibility terminated for failing to meet the satisfactory academic progress definition, termination will continue until the student enrolls for subsequent academic terms at his/her own expense, completes the term, and satisfies the satisfactory progress definition. Once the satisfactory academic progress definition is met, eligibility is reinstated for the subsequent academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld. Retroactive payments of financial aid for terms when students were on suspension are prohibited by Federal regulations.

Developmental Course Work Limitation

Federal regulations limit students to 30 hours of developmental coursework which may be paid for with federal student funds. Awards will be adjusted for any remedial course work taken in excess of 30 credit hours.

Repeated Course Work Limitation

Federal regulations limit students to receiving financial aid for a specific course with earned passed credit to only two times. If the course is taken a third time, this will not be included in the student's financial aid enrollment status for payment.

Student Rights

1. You have the right to know what financial aid programs are available at Beaufort County Community College.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition, fees, room, board, transportation, books, supplies, and personal and miscellaneous expenses are considered in your budget.
5. You have the right to know what resources such as parental contribution; other financial aid, your assets, etc. were considered in the calculation of your need.

6. You have the right to know how much of your financial need as determined by the Financial Aid Office has been met.
7. You have the right to request an explanation of various programs in your student aid package.
8. You have the right to know what portion of the financial aid you received must be repaid and the payment procedures.
9. You have the right to know the refund policy of the College.
10. You have the right to know how the Financial Aid Office determines whether or not you are making satisfactory academic progress and what happens if you are not.

Student Responsibilities

1. You must complete all application forms accurately and submit them on time to the right department.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verifications, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies for your records..
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting Federal Work Study assignments.
7. You must be aware of and comply with the deadline for application for aid.
8. You should be aware of the College's refund policy.
9. All schools must provide information to prospective students about the school's program and performance. You should review this information carefully before deciding which College you wish to attend.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *5/2/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.0301

Firearms Qualification Range Policy

North Carolina law (GS 14-269.2) prohibits the possession and concealment of firearms on College property, but provides stipulations for educational purposes. Handguns are not subject to this prohibition if the person has a valid permit under North Carolina law for the handgun, and the handgun is kept in a locked container or compartment within the person's locked vehicle.

The following information is provided to insure that students and all other members of the campus community have a clear understanding of how to proceed upon enrolling in a course of instruction that requires possessing a firearm for utilization on this range or any other area on campus property.

The Firearms Qualification Range (FQR) is for instructional or college sanctioned purposes only. A certified firearms instructor designated by Beaufort County Community College must be on site at the range at all times during firearms instruction. The FQR will not be open at any time for unsupervised/Non-College sanctioned public use. Students enrolled in firearms instruction will only use the FQR during hours designated by the instructor. Unsupervised/afterhours shooting by students enrolled in a course of instruction is prohibited.

Students enrolled in a course of instruction involving possessing a firearm on College property will bring the firearm to the storage area inside Building 10 as soon as they arrive on campus. This does not apply to on duty/sworn law enforcement officers receiving instruction. Students enrolled in firearms instruction are not allowed to carry firearms concealed in book bags, purses, clothing, etc. in violation of North Carolina law.

Students enrolled in firearms instruction will park their personal vehicles in the designated parking area adjacent to Building 10 during their range time and the entire time their weapon is on campus.

Students bringing personal firearms on campus for firearms instruction must show proof of firearms registration.

Students will only bring the firearms to campus that they will be utilizing during their instruction. Additional firearms or lethal weapons are prohibited.

Displaying weapons openly on campus in areas not designated by the instructor or the course of instruction is prohibited.

The firearms instructor/range master is in charge on the range at all times. He/she has the authority to dismiss any student during firearms instruction who displays a wanton or

willful disregard for the safety of others or who violates any particular of school policy or North Carolina law during instruction.

Any violation or breach of the above stipulations could result in criminal prosecution and college sanctions being placed on the student or employee. All individuals carrying a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Weapons on College Property Policy

History

Senior Staff Review/Approval Dates: *10/1/13*

Board of Trustees Review/Approval Dates: *02/04/1992, 02/04/2003, 04/06/2004, 10/1/13*

Implementation Dates: *Enter date(s) here*

Procedure 3.2402

Grade Appeal Procedure

Students of Beaufort County Community College have the right to appeal determinations affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs and events.

A. If a student is dissatisfied with the final grade in the course, he/she may appeal the grade no later than ten (10) business days after the end of the semester through the following steps.

B. The student must first appeal the final grade in a course to his/her instructor.

C. If the student is not satisfied with the outcome of the meeting with the instructor, the student will meet and discuss his/her concern with the Dean of said department.

D. If the student is not satisfied with the outcome of the meeting with the Dean, the student should meet and discuss his/her concern with the Vice President of Academics

E. If the student is not satisfied with the outcome of the meeting with the Vice President of Academics, the student may appeal his/her grade to the Vice President of Student Services.

1. A notice of appeal must be made in writing to the Vice President of Student Services. The written appeal must be delivered within five (5) working days of the meeting with the Vice President of Student Services.

2. The Vice President of Student Services will notify the Student Appeal Committee and convene members of the committee to hear the student appeal. The hearing shall be held within three (3) college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The Student Appeal Committee members hearing the appeal shall not have initiated or been involved in the action(s) leading to the appeal by the student. The following process will be initiated after a written appeal is made to the Vice President of Student Services.

3. The Vice President of Student Services shall distribute copies of the appeal or complaint to the Student Appeal Committee members. For an appeal, the Vice President of Student Services will notify the faculty member who assigned the grade that the letter of appeal has been received. A copy of the incident report and documented investigative reports relevant to the case will be made available to committee members.

4. The Vice President of Student Services will notify Student Appeal Committee members, the student making the appeal, and the instructor of the hearing date and time. No more than three (3) college working days will elapse between the receipt of the complaint and the hearing except in unusual circumstances or with the consent of the student. The Vice President of Student Services must be notified, in advance, if any party is unable to appear at the scheduled meeting for a valid reason. If this occurs, the hearing will be re-scheduled.

5. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties of witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.

6. No member of the committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Vice President of Student Services except in the event of replacing the Student Government Association representative, whose replacement shall be another officer of the SGA.

7. The Student Appeal Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:

    a. Allowing the student to appear and be represented by counsel. The student or the student's counsel may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses;

    b. Allowing the instructor of BCCC whose academic action is being appealed, to appear and be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments and to cross examine witnesses;

    c. Establishing the order in which the sides shall present their information and establishing time frames;

    d. Reporting, or selecting a Student Appeals Committee member to report, the committee's decision.

    e. Making a record of the hearing, either tape or stenographic (other than the deliberation of the committee which shall be in private). This recording will only be accessible only to the members of the Student Appeals Committee participating in the hearing and the President of the College.

F. Copies of the committee's case summary shall be kept permanently in the Vice President of Student Services' office. A copy shall be mailed by certified mail to the student or hand delivered to the student with a staff member witnessing the act. A copy shall be given to the instructor whose academic action is appealed.

G. A student or instructor may appeal the decision by the Student Appeal Committee. The appeal may be made to the Senior Staff by writing the Vice President of Student Services (for students), and Vice President of Academics (for faculty) indicating the grounds for the appeal within three (3) college working days after receipt of notice of the decision of the Student Appeals Committee.

1. A Notice of Appeal to the Senior Staff shall identify the student appealing, the decision being appealed, and the reason the student feels the decision of the Student Appeal Committee is wrong.

2. Upon timely receipt of such appeal, the Vice President of Student Services will immediately notify the President of such appeal and provide a transcript of the former hearing to the President together with any material introduced into evidence at the hearing.

3. Within five (5) business days after the President has received the notice of appeal and transcript, the Senior Staff shall meet and consider whether to hear the appeal.

4. f the Senior Staff decides to entertain the student's appeal from the Student Appeal Committee, it will set a time, date, and place for such hearing within five (5) business days. The President shall immediately notify the student and all other parties named in the Notice of Appeal.

    a. An appeal entertained by the Senior Staff shall be decided by majority vote (after private deliberation) of the members of the Senior Staff present at the hearing.

    b. The decision of the Senior Staff shall be made within two (2) business days after the hearing, and the President will immediately provide the student and faculty member with a summary of such decision.

    c. A student or faculty member may appeal an adverse decision of the Senior Staff to the Educational Committee of the Board of Trustees by giving notice to the President within five (5) business days after the notice of the decision of the Senior Staff.

5. If the Senior Staff decides not to entertain the appeal, it shall so notify the Vice President of Student Services or Vice President of Academics who shall immediately notify the student or faculty member.

    a. The student or faculty member may, within five (5) business days after receipt of such notification, request the Educational Committee of the Board of Trustees of the College, by letter to the President, to entertain such appeal.

b. The President will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Educational Committee of the Board of Trustees of the College.

c. The Educational Committee of the Board of Trustees shall decide whether to entertain such appeal within twenty business days after receipt of the student's letter requesting Board review by the President.

d. If the Educational Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student or faculty member that all extrajudicial remedies shall have been exhausted.

H. Appeals from decisions of the Senior Staff are made to the Educational Committee of the Board of Trustees. This is the third and final level of appeal.

1. The student or faculty member shall file a notice of appeal to the Educational Committee of the Board of Trustees by giving a "Notice of Appeal" to the President within five (5) business days after notice of the decision of the Senior Staff.

2. A "Notice of Appeal" to the Educational Committee of the Board of Trustees shall identify the student or faculty member appealing, the decision being appealed, and the reasons the student or faculty member feels the decision of the Senior Staff is wrong.

3. Upon timely receipt of such appeal to the Educational Committee of the Board of Trustees, the Vice President of Student Services (for students) or Vice President of Academics (for faculty) will immediately notify the President of such appeal and provide a transcript of the former hearing to the President, together with any material introduced and received into evidence at the former hearing.

4. Within ten (10) business days after the President has received the Notice of Appeal and transcript, the Educational Committee of the Board of Trustees shall meet and consider whether to hear the appeal.

5. If the Educational Committee of the Board of Trustees decides to hear such appeal, it will set a time, date, and place for such hearing (which shall be within the next twenty (20) business days), and the President will immediately so notify the student or faculty member, and all other parties named in the Notice of Appeal.

a. An appeal entertained by the Educational Committee of the Board of Trustees shall be decided by majority vote (after private deliberation) of the members of the Educational Committee of the Board of Trustees present at the hearing.

b. The decision of the Educational Committee of the Board of Trustees shall be made within two (2) business days after the hearing, and the President will

immediately provide the student or faculty member with a summary of such decision.

c. Once the Educational Committee of the Board of Trustees' decision is made on the appeal, the student or faculty member's extrajudicial remedies shall have been exhausted.

6. If the Educational Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student or faculty member that all extrajudicial remedies shall have been exhausted.

I. Any hearing of an appeal before the Senior Staff or the Educational Committee of the Board of Trustees shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present and represented by counsel and may address arguments to the hearing body. No party to the appeal at such hearing may then introduce evidence or testimony unless the presiding member of the hearing body determines that such evidence or testimony was previously unavailable or could not have reasonably been produced at the hearing before Student Appeal Committee. In the event such evidence or testimony is admitted, the parties or their counsel shall have the right to examine and cross-examine witnesses only with regard to such new evidence or testimony and shall state the student's desire to so appeal.

J. Definitions:

1. "Transcript" is a written summarization of all evidence and testimony presented upon hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed form in writing.

2. "Business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Student Rights and Due Process Policy
- Grievance Procedures for Students with Disabilities Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Ban Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *6/3/14*

Board of Trustees Review/Approval Dates: *6/3/14*

Implementation Dates: *Enter date(s) here*

Procedure 3.2519

Grade Reports Procedure

Curriculum

A report of grades is posted to the students account via Self Service as soon as they are determined at the end of each course.

Continuing Education

The continuing education records specialist posts grades to students account via Colleague within one payroll cycle following the conclusion of the course. Students may receive written verification of their grade by requesting an unofficial or official copy of their transcript from the Continuing Education Registration and Records Office.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *3/9/15, 4/24/17, 05/22/2017*

Board of Trustees Review/Approval Dates: *3/9/15*

Implementation Dates: *Enter date(s) here*

Procedure 3.0905

Grading System Procedure

Curriculum

Final course grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual faculty members or instructor of record. Specific grading procedures, including a numerical scale, will be stated in each course syllabus. Deans are responsible for ensuring that grading policies are consistent within each division.

Letter	
A	Excellent
B	Very Good
C	Satisfactory
D	Poor
F	Failing
AU*	Audit
CE*	Credit by Examination
I	Incomplete
P	Pass
R	Re-enroll
W*	Withdrawal
NA*	Never Attended
TR*	Transfer Credit from NCCCS
XT*	Transfer Credit from outside NCCCS
NC*	Non-course Credit

*Only assignable by the Curriculum Registrar's Office.

Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next term becomes an *F*. The *R* grade is used only for developmental classes.

College liaisons will collect numerical course grades for all dually enrolled high school students for dissemination to high school administration.

Continuing Education

Final grades will be issued at the end of each course. Grading the performance of students in course work is the responsibility of individual Continuing Education instructors. Specific grading procedures, which may include an applicable numerical scale, will be stated in each course syllabus. An approved Continuing Education grade legend is provided on the Continuing Education Attendance Sheet Form. Continuing Education directors are responsible for ensuring that grading procedures are consistent in all courses.

Letter	
S	Passed the Course
NA**	Never Attended
I	Incomplete
U	Unsatisfactory
W**	Withdrawn
AU**	Audit the Course
SR**	Senior Audit

*Only assignable by the Continuing Education Registration and Records Office.

A student who incurs course absences in excess of twenty five percent (25%) of the class hours for that course may be withdrawn from the course (without credit). If attendance by itself is the sole criteria, a student who incurs course absences in excess of ten percent (10%) of the class hours for that course may be withdrawn from the course (without credit). Any continuing education certification classes governed by a state or federal accrediting body may have attendance procedures that supersede the College's procedures.

Grades earned in continuing education courses are not included in GPA calculations.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *05/18/2016, 02/05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0924

Academic Forgiveness Procedure

A student who has not been enrolled in curriculum courses at the College for 60 consecutive months may request the registrar to reevaluate his or her academic record. Under this policy, the student may request that his or her previous grade(s) of "F" not be used in calculating the GPA.

Prior to the reevaluation:

- the student must be readmitted to the College,
- register for courses, and
- complete at least 12 credit hours of course work with a minimum quality point average of 2.0.

At the request of the student, the registrar will reevaluate his or her cumulative quality point average as provided above. A reevaluation is provided only once for each student.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *12/15/14*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0919

Graduate Recognition Procedure

Every year the academic divisions at Beaufort County Community College are required to hold a student graduate recognition ceremony. This ceremony will be held prior to graduation and is intended to give each academic division the opportunity to recognize graduating students from their respective areas in the format that the division chooses.

The curriculum leadership team, working in conjunction with the student activities coordinator, will choose a date and time to be published on the campus calendar to afford all parties the opportunity to participate. Students will be recognized as Summa Cum Laude, Magna Cum Laude, and/or Cum Laude. A program to guide the ceremony will be developed and distributed to all in attendance.

The Registrar's Office will develop an insert to be placed in the graduation ceremony program with a listing of all students who meet the following criteria for recognition:

- Summa Cum Laude – all students with a cumulative GPA after the fall semester of 4.0
- Magna Cum Laude – all students with a cumulative GPA after the fall semester of 3.800 to 3.999
- Cum Laude – all students with a cumulative GPA after the fall semester of 3.500 to 3.799

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *04/11/2016, 04/24/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2521

Graduation Exercises Procedure

Graduation exercises for curriculum students are held once a year in the spring. Students must apply for graduation one semester prior to the semester in which they expect to complete their work. Application must be made through the Registrar's Office.

In order to be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum cumulative grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and additional courses/substitutions approved by the appropriate lead instructor, Dean, and Vice President of Academics.

Students must complete a minimum of 25 percent of hours required for a degree, diploma, or certificate in residence at Beaufort County Community College.

In order to graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees must be paid prior to graduation.

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a diploma or degree and/or attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before applying.

Graduation exercises each year will feature a motivational speaker recommended by BCCC staff and approved by Senior Staff.

College & Career Readiness students who have earned their High School Equivalency may also opt to participate in Graduation Exercises. Students should complete an Application for Graduation and submit it, with the receipt for the paid graduation fee, to the Registrar's Office.

The Division of Continuing Education also offers graduation exercises for inmates at participating correctional facilities. Graduation exercises are held each spring at Hyde Correctional Institute. Graduation exercises at Tyrrell Prison Work Farm are held each fall and spring. Graduates receive a graduation certificate. No application or graduation fee is required.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0912

Graduation Requirements Procedure

Students must apply for graduation one semester prior to the semester in which they expect to complete their work. Application must be made through the Registrar's Office.

In order to be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum cumulative grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and additional courses/substitutions approved by the appropriate lead instructor, Dean, and Vice President of Academics.

Students must complete a minimum of 25 percent of hours required for a degree, diploma, or certificate in residence at Beaufort County Community College.

In order to graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees must be paid prior to graduation.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 6.0802

Grievance Procedures for Students with Disabilities Procedure

Students who believe that they have been discriminated against because of a disability by any of the College's personnel, have the right to seek a review of such concerns through the following process:

A. The student must notify the coordinator of accessibility services for review.

B. If the student is not satisfied with the outcome of the meeting with the coordinator of accessibility services, the student will meet with the director of counseling.

C. If the student is not satisfied with the outcome of the meeting with the director of counseling, the student may appeal the decision in writing to the Americans with disabilities act coordinator/vice president of student services.

D. The vice president of student services will follow the College Student Rights and Due Process.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Distance Education / Online Student Complaint Procedure
- Ban Procedure
- Student Complaints Concerning the College Procedure
- Student Complaints About Accreditation Procedure
- Student Incident Procedure
- Grade Appeal Procedure
- Student Rights and Due Process Policy
- Student Concern/Complaint Process Procedure
- BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy

History

Senior Staff Review/Approval Dates: *4/25/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2532

Guided Tours Procedure

Visitors are always welcome to the Beaufort County Community College campus. Tours are available Monday through Friday from 9 a.m. through 4 p.m. Interested persons should contact the Office of Admissions.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2522

Housing Procedure

The College does not provide housing facilities for students. The Office of Student Services will provide a list of local apartment rental agencies.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015, 8/8/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2542

Information Service Procedure

Information pertaining to occupations, educational opportunities, and social issues is available in the library and the Office of Student Services.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 9.02

Information Technology Use and Acceptable Internet Use Policy

The College follows generally accepted principles for acceptable use of college technology and Internet access.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Information Technology Use and Acceptable Internet Use Procedure

History

Senior Staff Review/Approval Dates: *06/06/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 9.0201

Information Technology Use and Acceptable Internet Use Procedure

For College Employees

1. While on the job, performing work-related duties, or using College owned or College provided information processing resources, College employees and other College network users are expected to use the College's network and the Internet responsibly and professionally and shall not intentionally use these services in an illegal, malicious, or obscene manner. College owned or College provided information processing resources are not to be used for personal use.
2. All College employees have a responsibility to make sure that all public information disseminated by the College network and the website is accurate. Employees shall provide timely and accurate information to the webmaster via accepted procedures along with relevant contact information for maintenance of said information.
3. All files from a source external to the College network should be scanned for malicious, inappropriate, or copyrighted content. This includes files obtained as e-mail attachments and by any other file transfer mechanism (including USB drive, Cd/DVD or other portable storage device). It is the responsibility of College employees and College network users to help prevent the introduction or propagation of computer viruses, malicious content, inappropriate content, or copyrighted material.
4. The Internet provides easy access to software distributed by companies on a trial basis. College employees are not permitted to download any software from the Internet without approval from the computer support coordinator or network administrator.
5. College employees and other College network users shall avoid unnecessary network traffic and interference with other users including but not limited to:
    a. Unsolicited commercial advertising by College employees and other College network users is strictly forbidden. "Unsolicited Commercial Advertising" includes any transmission that describes goods, products, or services and that is initiated by a vendor, provider, retailer, or manufacturer of the described goods, products, or services, or by a third party retained by, affiliated with, or related to the vendor, provider, retailer, or manufacturer. For purposes of this definition the vendor, provider, or manufacturer must be a non-governmental entity. This prohibition shall not include either (i) discussions of a product or service's relative advantages and disadvantages by users of those products or services (unless the user is also the vendor, retailer, or manufacturer, or related to or affiliated with the vendor, provider, retailer, or manufacturer), (ii) responses to questions, but only if such responses are direct replies to those who inquired via electronic mail, or (iii) mailings to individuals or entities on a mailing list so long as the individual or entity voluntarily placed his/her name on the mailing list.

b. Any other type of mass mailing by College employees inconsistent with the Mission of the College.

c. Additionally, College employees and other College network users must access streaming content (e.g YouTube) as consistent with the Mission of the College for the minimum amount of time necessary to obtain the information originally sought.

d. College employees and other College network users shall not harass, post, transmit, or originate any unlawful, threatening, abusive, fraudulent, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law.

e. College employees and other College network users shall not access or attempt to gain access to any computer accounts or portion of College networks to which they are not authorized. Additionally, they shall not intercept or attempt to intercept data transmissions of any kind to which they are not authorized.

f. Streaming content places undue burden on internet bandwidth for the College. College employees and other College network users shall not access streaming content that has no relation to the Mission of the College, to include, but not limited to, Pandora, Spotify, iHeart Radio, LimeLight, etc.

By accessing and utilizing the College computing resources, users are consenting to the access and monitoring of their computer use by the College.

Failure to follow acceptable use guidelines may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

For Students/Patrons

1. The purpose of the Internet connection of the College is to support research, education, and life-long learning in support of the Mission of the College.
2. The College prohibits use of the Internet access for illegal, or criminal purposes or for any use that violates state or federal law..
3. The College prohibits use of the Internet for product advertisement, commercial activities, or political lobbying.
4. The College shall not be liable for damages of any kind, including consequential or incidental damages, arising from submission, installation, maintenance, transmission, copying, modification, distribution or any use of any materials via the Internet.
5. Users are not to tamper with computer hardware or software configurations.

6. Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
7. Users shall not monopolize or misuse system resources**.**
8. Computer users shall not intentionally interfere with the normal operation of the computer network.
9. Users shall not engage in activities which damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
10. Users are responsible for the proper use of their accounts.
11. Children, who are not students, are not permitted in computer labs.
12. All users of the College's computing and information resources must do so responsibly, respecting the integrity of the College, as well as the integrity of the physical facilities.
13. Respect the privacy and usage privileges of others.
14. Food and drinks are not allowed in computer labs.

Users do not have an expectation of privacy regarding their use of the computing resources. By accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College.

Failure to follow this procedure may result in the suspension, revocation of computer access, or other disciplinary actions.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Information Technology Use and Acceptable Internet Use Policy, Children on Campus Policy

History

Senior Staff Review/Approval Dates: *06/13/2016, 7/25/2016, 8/1/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.251

Learning Enhancement Center (LEC) Procedure

The Learning Enhancement Center (LEC), located in Building 3 Room 122, is a creative and collaborative learning community designed to assist students with multiple facets of their academic careers. Open by referral to all currently-enrolled curriculum students, the center offers a number of skill-building services to complement and supplement student coursework in a comfortable atmosphere and at an individualized pace.

The LEC maintains a weekly schedule of professional, faculty, and peer tutoring in a several core disciplines: writing, mathematics, natural and social sciences, technology, humanities, and more. The center is equipped with an expansive computer lab for students who need extra assistance and practice with current academic technologies. A silent testing area is also provided for traditional and computer-based testing in coordination with faculty. Finally, the LEC offers periodic workshops, guest speakers, and other development opportunities for both students and faculty alike.

Procedure for Student Use of the LEC

1. Instructor completes an LEC Student Referral with the following information: student's name, student's program ID, date of referral, course name, instructor's name, semester, and instructor's signature. Instructor notes the appropriate skills for that course and adds comments as necessary.

2. Student or instructor delivers signed hard copy of the referral to the LEC. Forms may be submitted digitally, however, provided the submission originates from the instructor's college-provided email account.

3. When visiting the LEC for assistance, student signs in with AccuTrack using his or her BCCC username, and selects the appropriate course and referring instructor along with type of service needed. Student is then directed to an available tutor, testing area, or computer-based resource. The duration of student visit is recorded via AccuTrack.

4. When leaving the center, student signs out of AccuTrack to complete the session.

5. Upon request, reports of student attendance in the LEC are provided to the referring instructor along with additional consultation as necessary.

References

Legal References: *Enter legal references here*

SACSCOC References: *3.8.1, 3.8.2*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.04

Learning Management Privacy Policy

The College is committed to protecting the privacy of online learners through a learning management system that provides a powerful, safe, and secure online experience.

References

Legal References: *Enter legal references here*

SACSCOC References: *FR 4.8.2*

Cross References:

- Learning Management Privacy Procedure
- Fee for Verification of Student Identity Policy
- Verification of Student Identity Procedure
- Student Records and Privacy Rights Policy
- Student Records and Privacy Rights Procedure

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.0401

Learning Management Privacy Procedure

Personal Information

The College will not disclose personal information, except as required to do so by law, or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal processes served on the College; (b) protect and defend the rights or property of the College or (c) act under exigent circumstances to protect personal safety.

Use of Cookies

Cookies may be used to identify a user, and they may be used to track individual preferences and other information about a web user. Learning management system (LMS) products use this technology to provide secure learning experiences, track usage and manage application performance.

Content and tools used in conjunction with LMS products may install additional cookies on computers. This third party content may include cookies from the content issuer. These third party sites have separate and independent privacy policies. The College therefore has no responsibility or liability for the content and activities of these linked sites.

Links to Other Websites

The College provides links to other websites that may be useful for students and/or customers. The College cannot make any guarantee regarding the linked sites, content or security. The College suggests regular review of the privacy and security policies of company websites for each link.

Security of Personal Information

The College secures personal information from unauthorized access, use or disclosure. The College secures personally identifiable information provided on computer servers in a controlled environment protected from unauthorized access, use or disclosure. These measures include encrypted transmission of information.

The learning management system, email, and the campus network can only be accessed in accordance with the current login guidelines.

Follow this link to BCCC LibGuides.

References

Legal References: *FERPA*

SACSCOC References: *4.8.2*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2509

Library Procedure

The BCCC Library includes Audiovisuals/North Carolina Information Highway (NCIH), and Library Services. The purpose of the Library is to enrich the teaching/learning process of the College and the community by providing resources, instructional support, equipment, and qualified staff.

The Library is located in Building 5 and provides resources and services that support, facilitate, and enhance the information and learning needs of the college community. The collection consists of print and non-print materials in a broad range of formats. These resources include books, periodicals, newspapers, audiovisual materials, streaming devices and services, and access to online sources.

Services Available in the Library

- CCLINC (Community College Libraries in North Carolina) - online access to a combined collection of several North Carolina community college library holdings.
- NCLIVE (North Carolina Libraries in Virtual Education) - NC Live is a cooperative library service for the students, faculty, business people, and residents of North Carolina. The website allows access to digital content such as ebooks, ejournals, streaming video, and downloadable audiobooks offered from a variety of vendors. NC Live provides: Access to an essential and powerful array of online resources to all North Carolinians Complete articles from over 16,000 newspapers, journals, magazines, and encyclopedias, indexing for over 25,000 periodical titles, and access to over 25,000 online print books
- Assistive Technology for the hearing and visually impaired.
- Tutorial locations for students with accommodation plans.
- ILL (Interlibrary Loan) – via computers and electronic transmissions, the Library has the capability to borrow from and lend to various libraries through-out the United States. Materials available through this service include books and periodicals.
- DVD Collection – more than 1500 curriculum and popular DVDs.
- Computer Lab and full Internet access available for student population and community patrons.
- A copy machine and scanner for patron use.
- Wireless laptops for use in the Library.
- Proctoring Services and testing services.
- Professional development in the Instructional Technology Room.

- Research opportunities for the community including genealogical research.
- Access to BCCC historical documents.

Patrons using the Library must complete application cards and present proper identification before using the computers and checking out materials. Reference materials, newspapers, magazines, may only be used in the Library but online services are available through Library web links at all times.

Library Hours

Monday – Thursday	8 a.m. - 9:00 p.m.
Friday	8 a.m. - 4:00 p.m.

Library hours are subject to change during holidays or summer term. For additional information, call 252-940-6282.

References

Legal References: *Enter legal references here*

SACSCOC References: *2.9, 3.8.1*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015, 8/22/2016, 02/05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0911

Licensing of Graduates Procedure

Beaufort County Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.13

Loitering Policy

Beaufort County Community College was established and operates to serve the general public; therefore, visitors to campus are welcomed. The College, however, does not permit loitering. Faculty and staff should report individuals who routinely appear on campus for no apparent reason to the Campus Police, who shall have the authority to take appropriate action.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Student Incident Procedure, Health & Safety/OSHA Compliance/Campus Safety & Security Procedure

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *11/6/13*

Implementation Dates: *Enter date(s) here*

Procedure 9.0301

Networks Procedure

The campus network is the College's secure network and contains the business and education servers of the College. No unauthorized equipment or software can be added to this network.

The outside network provides Internet access to employees, students, library patrons, and some visitors. For assistance in accessing this network, please contact the network administrator.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Information Technology Policy

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 8.03

Parking and Traffic Policy

The person in whose name a vehicle is registered, will be held responsible and liable for any damage or penalties on property owned or controlled by the College. Any person found in violation of this policy may also be in violation of applicable North Carolina General Statutes.

Parking is permitted on a first-come, first-serve basis with the exception of designated visitor and/or posted handicapped spaces. All individuals on property owned or operated by the College must follow the approved Parking and Traffic Procedure.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Parking and Traffic Procedure

History

Senior Staff Review/Approval Dates: *11/6/13, 8/1/2016*

Board of Trustees Review/Approval Dates: *11/6/13, 8/2/2016*

Implementation Dates: *Enter date(s) here*

Procedure 8.0301

Parking and Traffic Procedure

All faculty, staff, and students are required to obtain a parking permit from the BCCC Police Department. Each person is required to provide a valid registration card for the vehicle they wish to register. Students are also required to provide a current paper or electronic student schedule displaying their student ID number. The cost of parking permits is $10.00 per year for students and a $5.00 fee for the replacement of a lost parking permit.

Long term visitors and/or Continuing Education students will be required to obtain a temporary parking permit from the appropriate department.

All vehicles should be parked in designated areas and/or appropriately marked spaces. A campus map detailing parking areas can be found under the About BCCC on the College website. Employees and/or students shall not park in spaces that are designated for visitors or areas that have been reserved.

The following is a list of traffic offenses that are considered violations of BCCC's policy and North Carolina General Statutes.

- Exceeding posted speed limit.
- Failure to stop at stop sign.
- Reckless driving.
- Seat belt violations.
- Failure to remain at scene of accident.
- Driving without a license.
- Expired vehicle registration.
- Moving barricades or other traffic control devices.
- Blocking or impeding traffic.
- Loud music from vehicle.

The fine for each BCCC moving violation is $15.00 unless charged on a NC State Citation.

Please be aware that this list is not all inclusive and they are the most commonly charged offenses. A full list of laws regarding traffic violations can be found in Chapter 20 of the North Carolina General Statutes.

The following is a list of parking offenses that are considered violations of BCCC's Parking and Traffic policy.

- Failure to display valid BCCC parking permit
- Unauthorized handicapped parking or permit display

- Parking in a designated fire lane or loading zone
- Parking on grass or unapproved surface
- Double parking
- Impeding sidewalk
- Backing into a space with adjoining sidewalk

The fine for each BCCC parking violation is $5.00 unless otherwise noted on the citation.

Failure to pay fines for a BCCC Citation will result in student and employee accounts being flagged. All NC State Citations are handled at the Beaufort County Court House on the date and time to appear.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Parking and Traffic Policy

History

Senior Staff Review/Approval Dates: *11/6/13, 8/8/2016, 9/5/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 4.13

Parking Policy

It is the policy of Beaufort County Community College to require a mandatory annual parking fee to cover all costs related to parking spaces and parking lot security in order to provide sufficient and safe parking for students, staff, faculty, administration, and guests. When providing campus parking, the safety of the campus community is a priority for campus security.

References

Legal References: 1E SBCCC 700.4

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *Enter date(s) here*

Board of Trustees Review/Approval Dates: *08/02/2016*

Implementation Dates: *Enter date(s) here*

Procedure 9.0307

Personal Devices Procedure

College employees, students, and library patrons are allowed to bring their personal laptop computers to campus and access the College's wireless network. All users of the wireless network will be required to login using a campus provided user name and password. All users of the wireless network must adhere to the College's acceptable Internet use policy. The College is not liable nor will address for any issues on a personal device arising from accessing the College wireless network.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Information Technology Policy

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2515

Placement Testing Procedure

1. Placement testing is mandatory for all students taking curriculum level courses with a developmental prerequisite. Placement testing may be waived under the following conditions:
    - The student receives transfer credit for appropriate developmental course work.
    - The student receives transfer credit for ENG 111 and the first required curriculum mathematics course.
    - SAT Critical Reading or SAT Writing Score of 500 or ACT Reading score of 22 or ACT English score of 18 waives English and Reading Placement test requirements.
    - SAT Math Score of 500 or ACT Math score of 22 waives Math Placement test requirement.
    - The student holds an associate's degree or higher from a regionally accredited institution in which English was the language of instruction.
2. Placement test, SAT, and ACT scores are valid for five (5) years from the date of the test.
3. Students may test twice within a calendar year on all or part of the placement tests.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *3/9/15*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0914

Prerequisite Procedures

Beaufort County Community College adheres to the prerequisite/corequisite requirements of the North Carolina Community College System's Combined Course Library (CCL). The college also requires students to meet any locally added prerequisite/corequisite requirements. Exceptions to these requirements may be allowed in the following circumstances:

A. Developmental prerequisites for curriculum level courses may be waived if:
   1. A student receives transfer credit for appropriate developmental course work.
   2. A student receives transfer credit for ENG 111 and or the first required curriculum mathematics course.
   3. A student provides documentation of Math, Critical Reading, and Writing scores of 500 or greater on the SAT*.
   4. A student provides documentation of an ACT* reading score of 20 or English score of 18 and Math score of 22 or higher.
   5. A student holds an associate's degree or higher from a regionally accredited institution in which English was the language of instruction.

B. A student who believes he/she possesses the appropriate knowledge and skills to be successful in a course may request a waiver of the prerequisite by completing the Prerequisite Waiver Request form and presenting it to his/her advisor. If the advisor concurs, the advisor must sign the form and document the rationale for granting the waiver. The student should present the pink copy of the Prerequisite Waiver Request to the course instructor. The advisor should distribute the remaining copies of the Waiver Request as detailed on the form. The decisions of the advisor are final for all prerequisite waiver requests. (10-22-12)

* Scores are valid for 5 years.

Note: Reference also should be made to the Credit for Prior Learning Student Handbook which will assist students by introducing the various methods available at BCCC for obtaining credit for college-level work obtained outside the traditional classroom experience.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0918

Presidents and Deans List Procedure

Beaufort County Community College encourages academic excellence by publicly recognizing students who excel in their curriculum requirements.

Full-time students who achieve a 4.00 grade point average for the semester are placed on the President's List for that semester. Full-time students who achieve between a 3.50 and 3.99 grade point average with no grade lower than a C are placed on the Deans' List.

Students who receive an incomplete are not eligible for either the President's List or the Deans' List.

The President's List and the Deans' List are mailed to area newspapers at the end of each semester by the public information officer.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *4/25/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0916

Registration Procedure

Curriculum Registration

Students must register prior to the beginning of the term or course in which they plan to attend. Registration dates for each term are announced. Registration is permitted only during announced registration windows except in programs which operate under open registration or by special permission of the vice president of academics.

Registration is normally held several weeks before each term begins. Registration allows the students and the advisors to evaluate progress and plan the courses to be taken during the following term.

Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved all outstanding debts.

Continuing Education Registration

Students must register prior to or at the census point of the class providing seats are available. Start dates of classes are announced in the Course Catalog published each spring, summer, and fall. The Course Catalog is also posted online on the BCCC Continuing Education website.

Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved all outstanding debts. Exceptions to this procedure include:

- A person, other than the student, or organization demonstrates to the satisfaction of the College the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so;
- A student is registered in a course section offered for the benefit of a company or agency. For the purpose of this rule, company or agency specific course sections are courses where a company or agency pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency;
- A student is classified as a captive or co-opted student pursuant to 1D SBCCC 700.98(a);
- A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in G.S. 115D-5(b)(2).

References

Legal References: *1E SBCCC 200.2; G.S. 115D-5(b)(2); 1D SBCCC 700.98(a)*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.05

Religious Observances Policy

Beaufort County Community College shall authorize two excused absences each academic year for religious observances required by the faith of a student, faculty, or staff.

References

Legal References: *N.C.G.S. § 115D-5(u); S.L. 2010-112, s.2, NCCCS Numbered memo CC10-032*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Religious Observances Procedure, Instructional Calendar Planning Procedure

History

Senior Staff Review/Approval Dates: *3/15/16*

Board of Trustees Review/Approval Dates: *4/5/2016*

Implementation Dates: *4/5/2016*

Procedure 3.0501

Religious Observances Procedure

The College requires the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance. The student shall work with the instructor and be given the opportunity to make up any instructional activity missed due to an excused absence for a religious observance.

References

Legal References: *N.C.G.S. § 115D-5(u); S.L. 2010-112, s.2, NCCCS Numbered memo CC10-032*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Religious Observances Policy, Instructional Calendar Planning Procedure

History

Senior Staff Review/Approval Dates: *03/21/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0909

Repeating Course Work Procedure

A student who has previously passed a curriculum course with a grade of D or better may repeat that course once within five years. Additional repeats of courses must be approved by the appropriate chairperson and the vice president of academics. No course may be counted more than once in determining the total number of semester hour credit for graduation. In all cases of repeated courses, the highest grade achieved will be the grade of record. Any required course in which an F is received must be repeated and passed before the student can graduate.

.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015,10/6/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.18

Request for Public Records Policy

In compliance with NC General Statutes Chapter 132, Beaufort County Community College maintains and recognizes that public records and information made or received pursuant to NC law or ordinance in connection with the transaction of public business not classified as confidential communications and information are the property of the people. Confidential communications and information as defined by NC General Statutes are not for public dissemination and will be maintained in accordance with these laws. The president of the college shall be deemed the custodian of all public records for the College.

The people may obtain copies of Beaufort County Community College public records and information free or at the actual cost of reproducing the public record or public information. Actual cost is limited to direct, chargeable costs related to the reproduction of a public record as determined by generally acceptable accounting principles.

All requests for public information are to be presented to the Beaufort County Community College Public Relations Office. Persons requesting copies of public records may elect to obtain them in any and all media in which the college is routinely capable of providing them. The College may assess different fees for different media as prescribed by law. The Public Relations Office will maintain a record of requests for public information and its dissemination of the requested information.

The Public Relations Office shall arrange for public records to be inspected and examined at reasonable times during its normal working hours and under reasonable supervision of any person and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. If it is necessary to separate confidential from non-confidential information in order to permit the inspection, examination, or copying of the public records, the College shall bear the cost of such separation.

Some examples (not to be interpreted as a complete listing) of confidential information as defined in NC General Statutes Chapter 132 include:

- Confidential communications by legal counsel
- Minutes of Board of Trustee closed sessions (also referenced in NC General Statute 143)
- Actual address and telephone number of a program participant
- Personally identifiable admissions information
- Electronically captured image of an individual's signature, date of birth, driver's license number, or a portion of an individual's social security number
- College emergency response plans and related records

(NC § Chapters 132 and 143)

References

Legal References: *N.C.G.S. Chapter 132*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Dissemination of Public Records and Information Procedure
- Student Records and Privacy Rights Procedure
- Student Records and Privacy Rights Policy
- Rights to Privacy Policy
- Email Retention Policy
- HR Selection Committee Procedure
- Scholarship Committee Confidentiality Procedure
- Emergency Grant Committee Confidentiality Procedure
- Confidentiality Procedure
- Confidentiality Policy
- Personnel Files Policy

History

Senior Staff Review/Approval Dates: *2/5/2013*

Board of Trustees Review/Approval Dates: *2/5/2013*

Implementation Dates: *Enter date(s) here*

Procedure 4.0501

Self-Support Procedure

In accordance with the State Board Policy 23 NCAC2D.0022203(b), Beaufort County Community College is permitted to offer self-supporting classes and to require each student to pay a prorated share of the cost. The College is allowed to include in its fees the cost of direct and indirect activities supporting the offering of classes. The College will be mindful of the need to keep student charges as low as possible while attempting to meet the demands for our community.

Direct costs in providing self-supporting instruction include:

1. Instructor(s) salary including: FICA, travel, course development, etc.
2. Instructional supplies and materials.
3. Rental of buildings, and other directly assignable costs.
4. Advertising: e.g. printing costs associated with a brochure, postage, mailing, etc.
5. Equipment associated with the instruction for a self-supporting class.
6. Refreshments.
7. Other costs necessary for and directly assignable to a self-supporting class which may include administrative or clerical costs.

Indirect costs are the costs for activities supporting the offering of classes but cannot be directly and exclusively assigned to a self-supporting class or the self-supporting program. Examples of indirect costs include:

1. Utilities, custodial, and security expenses.
2. Administrative expenses.
3. Clerical salary and fringe benefits.

All expenditures shall be consistent with the mission of Beaufort County Community College. Refunds must be approved by the vice president of administrative services or his/her designee.

References

Legal References: *1E SBCC 600.1-600.4*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Self-Support Policy

History

Senior Staff Review/Approval Dates: *4/25/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 2.0502

Senior Staff Meeting Agenda Procedure

Senior Staff typically meets each week and follows a formal agenda containing the following items:

1. Items for Discussion and/or Approval
2. Around the Table Updates
3. Future Items of Discussion
4. Dates to Remember
5. Board Agenda Items

Items for any of the previously mentioned categories may be submitted by the president, Senior Staff, any employee of the College, any committee of the College, the Faculty Senate, the Staff Association, the Student Government Association or any member of the Board of Trustees.

Items should be submitted to the executive assistant to the president for inclusion on the Senior Staff Meeting Agenda.

Items to be accompanied by an individual or individuals who are not on Senior Staff may be placed near the top of the agenda.

Items on the agenda may be:

1. Presented for discussion only.
2. Forwarded to a committee, division, department, or administrator for further development.
3. Presented for vote.
4. Dismissed needing no further action.
5. Forwarded to the Board of Trustees or Foundation Directors for further discussion and/or action.

Items deemed not appropriate for the Senior Staff agenda may be denied; e.g. legal, personnel, confidential issues, may be rejected for inclusion on the agenda.

Minutes of Senior Staff will be made available electronically.

References

Legal References: *NCGS 143-318.111 FERPA*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Delegation of Authority to the College President Policy, Employee and Student Input Policy

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2516

Services for Students with Special Needs Procedure

Beaufort County Community College has an Accessibility Service Coordinator (ASC) available on a full-time basis to provide consulting and planning strategies for students who have documented disabilities. The ASC will coordinate special services such as interpreters for the hearing impaired, auxiliary aids, testing modifications, securing alternative text, and academic planning. Students who feel that they are in need of these services should make an appointment with the ASC in order to apply for services. Students are then required to acquire sufficient documentation to support their requests. The Office of Accessibility Services is located in Building 9, Room 923 or call 252-940-6356.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.09

Smoking/Tobacco Free Campus Policy

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

Therefore, Beaufort County Community College has set the following tobacco free campus policy, to be implemented on August 1, 2010.

Use of tobacco is prohibited by students, staff, faculty or visitors:

- in all campus buildings, facilities and vehicles owned by Beaufort County Community College;
- on campus grounds and property owned by Beaufort County Community College:
- at lectures, conferences, meetings, social and cultural events held on school property or school grounds.
- For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Beaufort County Community College also prohibits the use of electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers, or electronic nicotine delivery systems (ENDS). **Implemented and Board Approved 10/7/14**

Opportunities for cessation:

- Administration will consult with county health department and other health organizations to provide faculty, staff, and students with information and access to free programs and services to help them abstain from the use of tobacco products.

Implementation & Compliance

- A campus committee shall develop a plan for communicating the policy with students, staff, faculty and visitors and will insure appropriate campus signage.
- Smoking waste management products such as ashtrays shall be removed.
- Visitors who repeatedly violate the policy shall be asked to leave campus

- Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action.
- Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written for the second offense. The written warning shall be filed with the Vice President of Student Services. The record shall be purged three years from the date of the last incident. If a student is observed in violation of this policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the student conduct code.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *9/22/2014*

Board of Trustees Review/Approval Dates: *4/6/10, 10/7/2014*

Implementation Dates: *8/1/10*

Procedure 3.2529

Social Life Procedure

Social, cultural, and educational enrichment is provided throughout the year in a number of activities. Students who pay the activity fee are eligible to participate in these activities.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *9/15/14*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 1.02

Solicitation Policy

No individual or company may solicit or sell on campus for private gain. Use of college property or resources to recruit, solicit donations, or make sales is restricted to authorized units. Authorized units include the College, college-recognized organizations, departments, college-recognized events and activities, and college-sponsored programs and activities.

This policy is intended to promote an educational rather than commercial atmosphere, to promote safety and security, to prevent commercial exploitation of students, and to promote campus tranquility.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Solicitation Procedure

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.002

Student Conduct Procedure

I. Prohibited College Conduct

Faculty and staff members are reminded that it is their first responsibility to take actions as are necessary to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. No action should be taken which is prejudicial to the rights of the student or which may restrict the course of action that may later be taken by the College. Procedures for the handling of student disciplinary matters are listed below.

All incidents involving students will be referred to the vice president of student services for review and disposal. Sanctions will be imposed on the student by the vice president of student services if necessary. The campus police department and/or local authorities will make initial investigations of prohibited acts that may violate criminal law. Students may face criminal prosecution by the authorities for violations of law on College physical or virtual sites. The vice president of student services will conduct a thorough investigation of all matters referred by the appropriate authorities as a result of information obtained in the investigation. Examples of prohibited conduct are as follows:

- Interruption of or interference with operations of the College.
- Academic Dishonesty Procedure cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
- Destruction, damage, or misuse of College property.
- Possession, use, or distribution of illegal drugs/controlled substances, or alcoholic beverages inconsistent with the Alcohol/Substance Abuse Policy.
- Possession, use or distribution of weapons inconsistent with North Carolina General Statutes and/or the Weapons on College Property Policy.
- Physical abuse of another person.
- Theft of another's property.
- Violation of Campus Sexual Violence Act/Violence Against Women Act (SaVE Act/VAWA).
- Lewd or indecent acts on College premises, at College sponsored or College supervised activities or functions.

- When there is an articulable, imminent, and significant threat to the student or other individuals.

- Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals having questions may contact the vice president of student services at 252-940-6417 or the vice president of administrative services at 252-940-6213.

II. Reporting Incidents

A. A Beaufort County Community College student who violates a college regulation or any other policy of Beaufort County Community College is subject to disciplinary action. Any Beaufort County Community College student, faculty, or administrator may submit a complaint against a student accused of infractions of rules applying to student behavior. The complaint should be written on an incident report form as soon as practical but no later than two (2) college working days following the incident. Incident report forms are available on BCCC's web page. An incident reported within two (2) college working days may be investigated by the vice president of student services. The incident report form must also be submitted by the vice president of student services to the following individuals or their designees:

- Incident reports involving Curriculum students shall be submitted to the vice president of academics.

- Incident reports involving Continuing Education students shall be submitted to the vice president of continuing education.

Student Complaint Against Another Student

B. The complainant shall submit an incident report form to the vice president of student services that shall include the name of the accused, the date and time of the incident, a specific description of the alleged behavior, witnesses to the incident, and the rules violated by the alleged behavior. The vice president of student services shall immediately schedule an appointment with the complainant and will decide with the complainant:

1. If the complaint can be resolved by a discussion between the complainant and the accused; or

2. Whether the complaint should be forwarded to the Student Appeal Committee. For complaints to be heard by the Student Appeal Committee, the complainant

or the vice president of student services must notify in writing to the appropriate vice president of the complaint and also request that the Student Appeal Committee be convened to hear the charges.

III. Sanctions

A. Reprimand

A BCCC student committing minor misconduct will be counseled and reprimanded by the vice president of student services. A copy of the incident report will be given to the student as an official written notice. The vice president of student services will place a copy of the incident report in a student discipline file.

***The incident report and the reprimand will be recorded on the same form that is placed in the student's discipline file.

B. Conditional Status

A BCCC student who has received a reprimand and then violates a college regulation may be placed on conditional status by the vice president of student services. A student who violates a college regulation as listed under Students' Rights, Responsibilities, and Regulations may be placed on conditional status without having previously received a reprimand. Conditional status may include a restriction from an area or service a student has abused (e.g. computer access in the library) or from the college campus entirely. Conditional status may include other requirements such as specific academic, attendance, or behavioral standards. BCCC Campus Police Department will be notified of and will enforce the student's conditional status. The appropriate dean and vice president of said program shall be notified as well. If any of the conditions of conditional status are violated, the student who is placed on conditional status may be subject to more severe sanctions up to and including dismissal.

C. Restitution

A student who damages, misuses, destroys, or loses college property will be required to pay for the replacement of such property. Campus Police will investigate initially and will complete an incident report. The fair market value of the property will be calculated by Campus Police. The report shall be turned over to the vice president of student services for proper recourse. Other disciplinary procedures and or criminal charges may be applied in addition to restitution. Students with an outstanding monetary balance are not allowed to register at BCCC, receive transcripts, etc.

D. Withdrawal from Class or Program

Responsibility for classroom control and discipline rests with the instructor. Instructors are not expected to tolerate the continued presence of any student

whose behavior adversely affects the progress of a class. An instructor who believes it is necessary to withdraw a student because of serious violation of college policy or other behavior which adversely influences the educational process should report the incident to the dean. If both the dean and the instructor decide that removal of the student from the class or program is necessary, the student will be informed and a withdrawal form will be completed and processed. The dean will inform the vice president of academics of the student's withdrawal from class and advise the student of his/her right to appeal to said dean or through the Student Appeals Procedure.

E. **Suspension/Banning**

A BCCC student who commits an act of misconduct which threatens the health or well-being of any member of the academic community or causes serious disruption will be suspended or banned immediately from the College. Examples of these incidents include, but are not limited to:

- Possession of weapon inconsistent with North Carolina General Statutes and/or the Weapons on College Property Policy
- Physical Assault
- Violation of court order
- Communication of threats (to campus employees or students whereby the perceived threat of physical harm is evidenced)
- Sexual Assault
- Non-affiliated loitering
- Possession/Consumption of alcohol
- Possession/Sale/Use/Consumption of illegal drugs/controlled substances

An incident report form shall be completed and submitted to the vice president of student services. The vice president of student services is responsible for investigating the incident and for implementing the suspension of a student from Beaufort County Community College's program under his/her respective purview. The student shall be notified of the suspension in writing via certified mail. Written notice shall include a list of the charges, the rules that were violated, the suspension decision, and Student Incident Appeals Procedure. A student may be notified in person, or by phone of his/her suspension/banning, but written notice must also be given.

IV. Right of Appeal

A student who has received discipline from the vice president of student services or been banned from campus by the BCCC police department may appeal their discipline or banning by following the Student Incident Appeal Procedure.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *3/20/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 1.0201

Solicitation Procedure

Money solicited and/or collected from students and/or employees without prior approval of the president or his/her designee is prohibited.

This is not meant to include coffee funds, flower funds, wedding or maternity gifts, or faculty parties that are on a volunteer basis.

The College Foundation and United Way fund drives are approved by the president and senior staff.

Other prohibited forms of solicitation, include, but are not limited to:

- Placing flyers on vehicles;
- Door to door sales (non-campus sanctioned groups);
- Raffle or gaming tickets not marketed as a donation;
- Soliciting (for profit) goods/services on college bulletin boards.

References

Legal References: *Enter legal references here*

SACSCOC References: *3.2.12. Fund Raising Activities*

Cross References: Solicitation Policy

History

Senior Staff Review/Approval Dates: *5/2/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2538

Student Activities Procedure

Student activities which are sponsored by a student activity fee should be fostered by the administration and faculty of the College. The Student Government Association provides the organizational structure for student involvement in the College. In cooperation with the Department of Student Services, the SGA formulates and implements activities which afford students the opportunity to participate in social, cultural, and athletic events.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *1/14/14*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2528

Student Center and Food Service Procedure

The Student Center is located in the Student Services/Science Building (Building 9). It offers TV and other activities. A food service facility is located in Building 5.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2533

Student Change of Name or Address Procedure

Students are responsible for notifying the Admission's Office immediately of any change of name or address.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.091

Student Classification Procedure

Full-time Student

One who is registered for 12 or more credit hours (9 hours during summer).

Part-time Student

One who is registered for less than 12 credit hours (6 hours during summer).

Special Student

Any student who is not seeking a certificate, diploma, or degree. This classification includes those who audit.

Freshman

One who has completed less than 33 credit hours in a two–year program or one who is enrolled in a one-year program.

Sophomore

One who has completed 33 or more credit hours in a two–year program.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2537

Student Clubs and Organizations / Bank Accounts Procedure

Student Clubs and Organizations Procedures

Campus organizations shall be open to all students meeting membership criteria without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to local, state and federal laws. No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance or classes or campus activities without prior consent of proper college officials.

Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Beaufort County Community College. To charter a club or organization, the following must be filed with the Vice President of Student Services.

- Purpose of the club or organization
- Name of the faculty / staff advisor (faculty or staff member of BCCC- full time)
- Names of charter members (minimum of 10 charter members required)
- A constitution and/or a written statement which includes the following statements: -Only students registered at Beaufort County Community College will be officers and/or voting members of the organization. No discrimination on the basis of race, creed, gender, handicap, or national origin shall exist within the organization (please specify all criteria for membership)

A charter will be issued to the organization upon approval of the Vice President of Student Services. Any student organization found guilty of violating State or Federal law or the policies of Beaufort County Community College shall be disbanded by the College.

Chartered organizations must submit the following information to the Student Activities Coordinator:

- Dates, times, and locations of regularly scheduled meetings
- Name, addresses, and phone numbers of officers
- Information on regional, state, and national affiliations

Adopted and Approved by Senior Staff 9/15/14

Student Clubs and Organizations Bank Accounts Procedure

Clubs and organizations are responsible for establishing and maintaining their own bank accounts. Club advisors and officers have oversight responsibility for student club/organization bank accounts. According to the Audit Manager, the Office of the State

Auditors does not have oversight responsibility relating to these accounts since these funds do not belong to the College. These bank accounts SHOULD NOT have the College's federal ID number since they are not College funds. As far as bank account names, there are no regulations that address the issue of the College's name being on the account (i.e. Beaufort County Community College Automotive Club).

The club advisor(s) and officers should develop guidelines specific to their club/organization regarding bank accounts and include this information in their constitution/policies & procedures. To protect both the club advisor(s) and officers, more than one person should have oversight responsibilities and a regular report on account activities should be included in business meetings. Clubs should review the bank signature cards annually. If only staff and faculty members sign the signature cards, this may not be necessary. However, if students are also signing signature cards, their names should come off of the signature card if they are no longer attending Beaufort County Community College or their term of office expires. The club advisor(s) will provide the Student Activities Coordinator a list of signature authorities annually.

The treasurer should represent the Club to assure the proper receipt and expenditure of funds in accordance with the directives established by the club membership. The club advisor(s) and officers have the responsibility to determine the disbursement of funds to meet the Club's expenses. **Adopted 4/1/14**

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *9/15/2014, 7/25/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: **[Implementation Dates]**

Procedure 3.2404

Student Complaints About Accreditation Procedure

Students with complaints about non-compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards, policies or procedures should complete the Commission's Complaint Form and send two print copies to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Student Rights and Due Process Policy
- Grievance Procedures for Students with Disabilities Procedure
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Ban Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *8/3/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2405

Student Complaints Concerning the College Procedure

Students with complaints concerning postsecondary institutions offering degree programs in North Carolina are provided an opportunity to express that complaint to the University of North Carolina General Administration or the North Carolina Community College System. To submit such a complaint regarding Beaufort County Community College please complete Complaint Concerning a Postsecondary Institution Offering Degree Programs in North Carolina Form and submit per the instructions provided.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Student Rights and Due Process Policy
- Grievance Procedures for Students with Disabilities Procedure
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Ban Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *8/3/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2401

Student Concern/Complaint Process Procedure

Student input regarding the programs, services, and operations of Beaufort County Community College (BCCC) are welcomed by the administration, faculty, and staff.

- Complaints regarding grades should follow the Grade Appeal Procedure.
- Complaints regarding disciplinary incidents should follow the Student Incident Procedure.
- Complaints regarding distance education students should follow the Distance Education / Online Student Complaint Procedure.
- Complaints regarding accreditation should follow Student Complaints about Accreditation Procedure**.**
- Complaints concerning postsecondary institutions offering degree programs in North Carolina should follow Student Complaints Concerning the College Procedure
- For all other general complaints, see below.

General Complaints
Students with concerns or complaints (either verbal or written) regarding programs, services, and operation of BCCC should contact the following individuals:

Continuing Education

Stacey Gerard Room 808A Building 8
252.940.6241
stacey.gerard@beaufortccc.edu

Facilities & Maintenance

Jason Squires Room 209 Building 1
252.940.6226
jason.squires@beaufortccc.edu

Instruction

It is recommended that students discuss issues with their instructor(s) before proceeding to this step.

Allied Health & Professional Services

Erica Caracoglia Room 23 Building 12
252.940.6425
erica.caracoglia@beaufortccc.edu

Arts & Sciences

Lisa Hill Room 110 Building 3
252.940.6223
lisa.hill@beaufortccc.edu

Business & Industrial Technology

Ben Morris Room 111C Building 2
252.940.6374
ben.morris@beaufortccc.edu

Library

Paula Hopper Room 104D Building 5
252.940.6243
paula.hopper@beaufortccc.edu

All written concerns/complaints submitted by students to the supervisory level of the College should be forwarded along with a description of the resolution by that supervisor to the Vice President of Student Services to be filed.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- Student Rights and Due Process Policy
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Ban Procedure
- Grievance Procedures for Students with Disabilities Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *8/3/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 10.0603

Student Government Association Constitution Procedure

Preamble

We, the students of Beaufort County Community College, in order to foster a spirit of cooperation among students, staff, and faculty; to coordinate and regulate student activities; to maintain a high standard for the college by upholding high standards of personal conduct; to promote and encourage activities for the best interests of the college; and to develop good citizens through experience in government; do hereby establish this constitution for the Student Government of Beaufort County Community College.

Article I — Name

This organization shall be named the Student Government Association of Beaufort County Community College. The membership shall consist of all enrolled curriculum students.

Article II — Purpose

The purpose of the Student Government Association shall be to promote good citizenship throughout the college. To plan and initiate, with the advice of the SGA Advisor, activities sponsored by the Student Government Association. It shall be the purpose of this organization also to stimulate interest in college life both on campus and in the community.

Article III — Membership

The Student Government Association shall be composed of seven executive council members, one representative, and an alternate from each club/organization recognized or chartered by the SGA. One representative and an alternate from each curriculum are members, too. The faculty head from each curriculum shall submit the names of the representatives to the SGA Advisor by the second full week of classes in the fall semester. It is up to the faculty head to notify the SGA Advisor of any changes.

Article IV — Membership Qualifications of the Student Government Association

Section I. Qualifications for all Executive Council Officers

In order for a student to hold an Executive Office in the SGA, he/she must maintain a 2.5 grade point average each semester and maintain full-time status.

Freshman representatives must be full-time students and have a 2.5 overall grade point average at the end of fall semester.

Section II. Qualifications for Club or Curriculum Representatives

Each club or curriculum representative who is a returning representative must have a minimum 2.5 grade point average, be a full-time student at the time of election, must maintain the GPA and full-time status during their tenure. Club representatives who are freshmen must have a minimum 2.5 GPA after fall semester and must maintain that minimum GPA and full-time status.

Article V — Meetings

Meeting of the Student Government Association may be called by the President at any time or upon request of the student body or by two-thirds of the Student Government Association. The number of meetings is not hereby specified; however, they shall be scheduled on the second and/or fourth Tuesdays of each month at 12:00 PM. The Student Government meeting shall be open to all students. Groups wishing to present business before the SGA should present a written notice of their business to the President or Secretary. This to be done by Thursday of the week before the meeting they wish to attend. The Secretary will then schedule said business on the agenda for the next meeting.

Article VI — Officers

Section I. Executive Council

The Officers of the Student Government Association shall be as follows:

President	Treasurer	Special Populations Chairperson
Vice President	Historian	
Secretary	Parliamentarian	

Section II. The specific duties of the Executive Council officers shall be as follows:

A. President- It shall be the duty of the President to preside at all SGA meetings and to appoint chairperson to various committees to provide cooperation between the student body and the SGA. The President shall also serve as a non-voting member on the Board of Trustees.

B. Vice President – It shall be the duty of the Vice President to assume the duties of the President in his/her absence. He/she will supervise all elections and assist the President in fulfilling the executive functions of the SGA.

C. Secretary – It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He/she shall serve as Recording Secretary and Corresponding Secretary. The Secretary will also work with the SGA President to form their agenda for the next meeting. In addition, the secretary is required to have minutes typed and distributed to the executive officers and SGA expenditures of SGA advisor within four class days following each meeting.

D. Treasurer – It shall be the duty of the Treasurer to handle, with assistance of the SGA advisor, all financial affairs concerning the SGA. The Treasurer will report expenditures to the student body at each meeting as necessary. The SGA Advisor will sign all authorizations for the funds with the approval of the Vice President of Student Services.

E. Parliamentarian – It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Government Association meetings. It shall be his/her responsibility to have a workable knowledge of Robert's Rules of Order.

F. Historian - - It shall be the duty of the Historian to keep accurate records of all activities performed by the SGA.

G. Special Populations Chairperson – It shall be the duty of the Special Populations Chairperson to represent the needs and concerns of student, and those who have special needs.

Section III. Absences

Any Executive Officer absent for two (2) or more consecutive meetings can be asked to resign. This decision will be made by the SGA Advisor and/or the Vice President of Student Services.

Section IV. Election of Appointment Representatives

The chartered clubs and organizations shall elect their representatives. The club advisor shall submit the names of the SGA representatives by the second week of classes in fall semester.

Representatives will also be elected/selected by curriculum lead instructors to ensure representation from all students. The Representatives will meet the same qualification.

Article VII — Committees

Section I.

The chairperson of standing committees shall be appointed by the President, with approval of the association. The committee members are appointed by the Chairperson of each committee.

Section II.

The Committee chairperson and committee members shall be appointed within one week of that committee forming.

Article VIII — Temporary Appointments

Chairpersons of various temporary committees necessary for only a short time shall be appointed by the President of the SGA, subject to the association's approval. Chairpersons of temporary committees shall appoint the members of their committee from the student body.

Article IX — Absences of Representatives

Attendance at SGA meeting of designated representatives is required. If an appointee does not attend, the absence will be charged to the SGA representative.

Any member absent for more than two (2) meetings per semester will be dismissed. The organization or curriculum advisor shall be notified of the dismissal within (2) class days and a new representative shall be appointed.

Article X — Elections

Section I. Election Procedure

Elections for officers will take place the last Tuesday and Wednesday in April, spring semester. Requirements for office will be read at the March general meeting. Students from each club or curriculum will have an opportunity to run for SGA executive office.

Students desiring to run have been enrolled the previous semester and have earned a minimum 2.5 GPA from Beaufort County Community College. Letters of Intent to run for SGA office are turned in by the first Tuesday in April to the SGA Advisor.

Election of SGA Executive Council will take place by vote of the student body the last Tuesday and Wednesday in April. The Vice-president will be responsible for elections. New officers are installed at the May general meeting. Any offices not filled are filled by a majority vote of SGA representatives and alternates at the first fall general meeting.

Section II. Procedures for Replacement of President

In the event the President, after being elected, cannot serve his/her term, the Vice-President shall become the President. Then one member of the SGA Executive Council will have the opportunity to move to the Vice-President position. Any member moving from Executive Council position to another will maintain their previous requirements until a replacement is found for their previous position.

Section III. Procedures for replacement of any office in the Executive Council

If any office in the Executive Council shall become vacant, other than that of the President, the position shall be filled by the Executive Council by a unanimous vote. If a unanimous vote is not achieved, an election will be held among the active Student Government Association members electing from the body an active member to office during the next meeting of the Student Government Association.

Section IV. Temporary Replacements

If any office in the Executive Council becomes vacant, then the advisor reserves the right to appoint a temporary replacement to the office until the office can be filled by a permanent replacement.

Article XI — Tuition Assistance

SGA officers may receive a stipend at the end of each semester they serve as executive officers if they participate in 90% of scheduled meetings and events. Officers must maintain full-time status and meet the academic requirements as stated in Article IV, Section I.

Article XII — Amendments

Amendments to the constitution may be proposed by members of the SGA or by ten (10) members of the student body. The proposed amendment shall be read at two (2) meetings of the SGA, with copies distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified, if approved, by a two-thirds majority vote of the quorum present.

SGA Constitution revised Spring, 2012

Adopted Fall, 2012

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Employee and Student Input Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2531

Usage of Standard English Procedure

The Student Government Association (SGA) provides an organized avenue of student involvement in the College. The SGA implements and plans activities that provide students with social and service projects, which interest them.

Each curriculum/club elects or selects representatives to serve in the SGA. Officers are elected by the student body in a general election during spring semester. An advisor, appointed by the Vice President of Student Services, serves as a representative of the administration and as a liaison for the SGA and the administration.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2403

Student Incident Appeal Procedure

A student who has received discipline from the vice president of student services or been banned from campus by the BCCC campus police department may appeal their discipline or banning by following the guidelines below:

A. A student may appeal his/her withdrawal, suspension/banning, or dismissal to the vice president of student services.

   1. A notice of appeal must be made in writing to the vice president of student services. The written appeal must be delivered within five (5) working days of the incident. If the student wishes to appeal discipline rendered by the vice president of student services, the vice president of student services will recuse him/herself from the proceedings and turn them over to the vice president of academics for disposal.

   2. The vice president of student services or vice president of academics will notify the Student Appeal Committee and convene members of the committee to hear the student appeal. The hearing shall be held within three (3) college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The Student Appeal Committee members hearing the appeal shall not have initiated or been involved in the action(s) leading to the disciplinary action taken against the student or any administrative appeals by the student. The purpose of the Student Appeal Committee is to hear the appeals of disciplinary actions or banning and to uphold, modify, or reverse a disciplinary action against a BCCC student.

B. The vice president of student services or vice president of academics shall distribute copies of the appeal or complaint to the Student Appeal Committee members. For an appeal, the vice president of student services will attempt to notify the college official who made the decision to implement the disciplinary action that a letter of appeal has been received. A copy of the incident report and documented investigative reports relevant to the case will be made available to committee members. The vice president of student services will hand deliver or mail a copy of the complaint to the accused student. The vice president of student services will request a written response to those charges to be submitted a minimum of three (3) days prior to the scheduled hearing.

C. The vice president of student services or his/her designee will notify the Student Appeal Committee members, the student making the appeal, or the complainant and the accused of the hearing date and time. No more than three (3) college working days will elapse between the receipt of the complaint and the hearing except in unusual circumstances or with the consent of the student. The vice president of

student services must be notified, in advance, if any party is unable to appear at the scheduled meeting for a valid reason. If this occurs, the hearing will be re-scheduled.

D. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties of witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.

E. No member of the committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the vice president of student services or his/her designee except in the event of replacing the Student Government Association representative, whose replacement shall be another officer of the SGA.

F. The Student Appeal Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:

1. Allowing the student to appear and be represented by counsel. The student or the student's counsel may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses;

2. Allowing any officer or employee of BCCC whose action or determination is being appealed, to appear and be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments and to cross examine witnesses;

3. Establishing the order in which the sides shall present their information and establishing time frames;

4. Report the committee's decision; and

5. Making a record of the hearing, either tape or stenographic (other than the deliberation of the committee which shall be in private).

G. Copies of the committee's case summary shall be kept permanently in the vice president of student services' office. A copy shall be mailed by certified mail to the student or hand delivered to the student with a staff member witnessing the act.

H. An appeal of a decision by the Student Appeal Committee may be made to the Senior Staff by writing the vice president of student services or vice president of academics within three (3) college working days after the student has received notice of the decision of the committee.

1. A Notice of Appeal to the Senior Staff shall identify the student appealing, the decision being appealed, and the reason the student feels the decision of the Student Appeal Committee is wrong.

2. Upon timely receipt of such appeal, the vice president of student services or his/her designee will immediately notify the president of such appeal and provide a transcript of the former hearing to the president together with any material introduced into evidence at the hearing.

3. Within five (5) business days after the president has received the notice of appeal and transcript, the Senior Staff shall meet and consider whether to hear the appeal.

4. If the Senior Staff decides to entertain the student's appeal from the Student Appeal Committee, it will set a time, date, and place for such hearing within five (5) business days. The president shall immediately notify the student and all other parties named in the Notice of Appeal.

    a. An appeal entertained by the Senior Staff shall be decided by majority vote (after private deliberation) of the members of the Senior Staff present at the hearing.

    b. The decision of the Senior Staff shall be made within two (2) business days after the hearing, and the president will immediately provide the student with a summary of such decision.

5. If the Senior Staff decides not to entertain the appeal, it shall so notify the vice president of student services or vice president of academics who shall immediately notify the student.

    a. The student may, within five (5) business days after receipt of such notification, request the Educational Committee of the Board of Trustees of the College, by letter to the president, to entertain such appeal.

    b. The president will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Educational Committee of the Board of Trustees of the College.

    c. The Educational Committee of the Board of Trustees shall decide whether to entertain such appeal within twenty (20) business days after receipt of the student's letter requesting Board review by the president.

    d. If the Educational Committee of the Board of Trustees declines to hear such appeal, the president will immediately notify the student that the student's extrajudicial remedies shall have been exhausted.

I. Appeals from decisions of the Senior Staff are made to the Educational Committee of the Board of Trustees. This is the third and final level of appeal.

    1. The student shall file a notice of appeal to the Educational Committee of the Board of Trustees by giving a "Notice of Appeal" to the president within five (5) business

days after notice of the decision of the Senior Staff.

2. A “Notice of Appeal” to the Educational Committee of the Board of Trustees shall identify the student appealing, the decision being appealed, and the reasons the student feels the decision of the Senior Staff is wrong.

3. Upon timely receipt of such appeal to the Educational Committee of the Board of Trustees, the vice president of student services will immediately notify the president of such appeal and provide a transcript of the former hearing to the president, together with any material introduced and received into evidence at the former hearing.

4. Within ten (10) business days after the president has received the Notice of Appeal and transcript, the Educational Committee of the Board of Trustees shall meet and consider whether to hear the appeal.

5. If the Educational Programs Committee of the Board of Trustees decides to hear such appeal, it will set a time, date, and place for such hearing (which shall be within the next twenty (20) business days), and the president will immediately so notify the student and all other parties named in the Notice of Appeal.

    a. An appeal entertained by the Educational Programs Committee of the Board of Trustees shall be decided by simple majority vote (after private deliberation) of the members of the Educational Committee of the Board of Trustees present at the hearing.

    b. The decision of the Educational Programs Committee of the Board of Trustees shall be made within two (2) business days after the hearing, and the president will immediately provide the student with a summary of such decision.

    c. Once the Educational Programs Committee of the Board of Trustees’ decision is made on the appeal, the student’s extrajudicial remedies shall have been exhausted.

    d. Only the Educational Programs Committee may refer the appeal to the full Board of Trustees for rendering a final decision.

6. If the Educational Programs Committee of the Board of Trustees declines to hear such appeal, the president will immediately notify the student that the student’s extrajudicial remedies shall have been exhausted.

J. Any hearing of an appeal before the Senior Staff or the Educational Programs Committee of the Board of Trustees shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present and represented by counsel and may address arguments to the hearing body. No party to the appeal at such hearing may then introduce evidence or testimony unless

the presiding member of the hearing body determines that such evidence or testimony was previously unavailable or could not have reasonably been produced at the hearing before Student Appeal Committee. In the event such evidence or testimony is admitted, the parties or their counsel shall have the right to examine and cross-examine witnesses only with regard to such new evidence or testimony and shall state the student's desire to so appeal.

K. Definitions

1. "Transcript" is a written summarization of all evidence and testimony presented upon hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed from in writing.

2. "Business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC.

L. Terminology

1. A "Notice of Appeal" shall contain a concise statement of the action or determination to be appealed and the reasons the student feels such action or determination was wrongful. It shall name all persons known to the student who participated in such action or determination and shall state the student's desire to appeal.

2. A "Notice of Appeal" from decisions of the Student Appeal Committee or Senior Staff shall identify the student appealing, the decision being appealed, and shall state the student's desire to so appeal.

3. "Transcript" is a written summarization of all evidence and testimony presented in hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed to in writing.

4. A "business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC.

5. Moderator is chosen by the student appeals committee.

M. Student Appeal Committee shall be comprised of:

1. Vice president of SGA or designee appointed by position Representative of Student Services appointed by vice president of student services
2. Faculty appointed by president of Faculty Senate
3. Staff Association appointed by president of Staff Association
4. Students appointed by vice president of student services

In an effort to achieve fairness and diversity, the Committee members for hearings shall be chosen from a pool of faculty, staff and students.

***Members of the Student Appeal Committee may not serve more than two consecutive years.

Individuals having questions may contact the vice president of student services at 252-940-6417.

References

Legal References: *Enter legal references here*

SACSCOC References: 3.11.2, 3.13. 4.5

Cross References:

- Student Rights and Due Process Policy
- Grievance Procedures for Students with Disabilities Procedure
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Ban Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 6.19

Student Records and Privacy Rights Policy

Beaufort County Community College follows the Family Education Rights and Privacy Act (PL 93-380) (FERPA), commonly referred to as the Buckley Amendment, which sets forth requirements governing the protection of student privacy.

References

Legal References: Federal Register Part II, General Education Act, Section 438

SACSCOC References: *CS 3.9.1, CS 3.9.2*

Cross References: Student Records and Privacy Rights Procedure

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 6.1901

Student Records and Privacy Rights Procedure

To comply with and promote the intent of the Family Education Rights and Privacy Act (PL 93-380) (FERPA), BCCC has adopted the following:

Student records are maintained for academic purposes. The materials therein allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records.

Student directory information may be released without the student's written consent. This directory information includes: name, address, email address, student identification number, photo, telephone number, date and place of birth, major field of study, participation in Beaufort County Community College activities, dates of enrollment at Beaufort County Community College, degrees, certificates and awards received, and the most recent previous educational institution attended. If you do not want your directory information released, you must complete the Request to Withhold Directory Information form and file the form with the Registrar.

All records are generated in response to student needs. Students have access to their records upon written request. Records commonly maintained are in the student's permanent file, a financial aid file, and an admissions file. All are located in the Office of Student Services.

Students desiring a detailed explanation of the General Education Act, Section 438 should refer to the Federal Register Part II, published Monday, April 11, 1988. Copies are available in the library and the Office of Student Services.

An Annual FERPA Notice will be updated and released to students each fall semester. Curriculum students will be provided a copy via the College website and email via the vice president of student services. Continuing Education students will be provided a copy on the Continuing Education Registration Form, website, and through postings in classrooms.

References

Legal References: Federal Register Part II, General Education Act, Section 438

SACSCOC References: *CS 3.9.1, CS 3.9.2*

Cross References: Student Records and Privacy Rights Policy

History

Senior Staff Review/Approval Dates: *04/11/2016, 10/03/2016, 11/7/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.2

Student Residency Classification Policy

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. Out-of-state students are admitted under the same regulations as others except for tuition charged.

General:

To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.

To be eligible for such classification, the individual must establish that his or her presence in the state during such 12-month period was for the purpose of maintaining a bona fide domicile rather than for purposes of mere temporary residency incident to education.

Regulations concerning residency classification for tuition purposes are set forth in detail in the *NC State Residence Classification Manual A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of State Residence*. Each enrolled student is responsible for knowing the contents of the Manual, which is the controlling administrative statement of policy on this subject. A copy of this manual is available for review in the Admissions Office or online.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *11/6/13*

Implementation Dates: *Enter date(s) here*

Policy 3.24

Student Rights and Due Process Policy

The College adheres to the belief that students should be afforded adequate procedures for addressing written student complaints regarding complaints against the institution or its agents, complaints against the Commission or its Accredited Institutions. The College maintains procedures to support student rights and due process.

References

Legal References: *Enter legal references here*

SACSCOC References: *FR 4.5, CS 3.9.1*

Cross References:

- Student Concern/Complaint Process Procedure
- Grade Appeal Procedure
- Student Incident Procedure
- Student Complaints About Accreditation Procedure
- Student Complaints Concerning the College Procedure
- Ban Procedure
- Grievance Procedures for Students with Disabilities Procedure
- Distance Education / Online Student Complaint Procedure

History

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *06/07/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.252

Student Support Services Program (TRiO)

Student Support Services (SSS) is a federally funded TRiO program. The program provides opportunities for academic development, assists with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase college retention and graduation rates of eligible students and facilitate the transition from one level of higher education to the next.

SSS helps to enrich the student's regular program of study with the following services:

- Counseling (academic, personal, and vocational)
- Assistance with basic skills
- Tutoring (peer tutors and academic specialists)
- College transfer assistance
- Study skills and personal development workshops
- Cultural enrichment activities
- Leadership development
- Assistance with financial aid
- Loaner program for educational assistance tools
- Financial literacy information

These services are available at no cost to students who are accepted by the College and meet the eligibility requirements established by the U.S. Department of Education, which are:

- Be a citizen or national of the United States or meet residency requirements for Federal student financial assistance
- Be enrolled at BCCC
- Demonstrate need for academic support by providing documentation of one or more of the following:
    - Low-income status.
    - First generation college student.
    - Disability.

Additional information and a program application may be obtained from the Student Support Services Department in Building 1, Room 120 and Building 9, Rooms 923 and 924.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015, 7/25/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.254

Testing Service Procedure

The counselors are professionally qualified to administer and interpret a variety of tests. These tests are administered and interpreted to students as the need arises during the counseling or admission process.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2518

Transcripts Procedure

Curriculum Transcripts

Students may obtain copies of their curriculum transcript upon written or electronic request to the Registrar's Office. Transcripts may also be requested by fax. Instructions and the Transcript Request Form is available online. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student within two business days of the request, excluding registration and end of semester processing. All transcripts are $2.00.

Continuing Education Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online. All transcripts are $2.00.

The College does not process requests for High School Equivalency transcripts (GED and HiSET). If you earned a High School Equivalency in North Carolina, you can request a copy of your High School Equivalency transcript by following the instructions provided at the North Carolina Community College System Office website.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Academic Support Services Policy**

History

Senior Staff Review/Approval Dates: *3/21/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.1701

Transfer to Senior Institutions Procedure

The College offers college transfer programs and selected technical programs with transferability to senior institutions.

The student planning to transfer to a four-year college or university will receive assistance from his/her faculty advisor and/or counselor in planning a transfer program; however, it is the responsibility of the student to become acquainted with the courses and credits that will transfer to the receiving institution.

The acceptance of individual courses from the College is determined solely by the institution to which the student plans to transfer. The Comprehensive Articulation Agreement addresses the transfer of students between institutions in the North Carolina Community College System and to constituent institutions of the University of North Carolina.

The student who wishes to transfer should follow these steps:

1. Make an early decision as to which institution to attend and contact the Admissions Office of that institution for recommendations concerning transferable courses.
2. Obtain a current copy of the catalog of the receiving institution and become familiar with the entrance requirements.
3. Meet with a faculty advisor and/or counselor at the College to discuss transfer plans.
4. One or two semesters before time of transfer, check to see that all necessary steps are being taken to complete the transfer process.

By following these steps, the student should have little or no difficulty in completing the transfer process.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Comprehensive Articulation Agreement Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 5.4

Tuition Reimbursement Policy

Regular full-time employees may request tuition reimbursement for one course per semester at BCCC upon the completion of the course with a grade of "C" or better. The course must be directly related to the employee's current position in order to qualify for tuition reimbursement. Requests for course tuition reimbursements should be submitted prior to enrolling in the course. Requests are submitted by completing a Tuition Reimbursement form. This form may be obtained from the Human Resources office. The completed form will be reviewed by the Supervisor, Vice President and College President for approval. An employee is permitted to take one course per semester during working hours only when it is determined by his/her supervisor to be job related.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *10/7/14, 02/20/2017*

Board of Trustees Review/Approval Dates: *11/6/13, 10/7/14, 04/04/17*

Implementation Dates: *10/7/14*

Procedure 3.0920

Usage of Standard English Procedure

BCCC places value in recognizing and preserving communication styles that reflect the unique heritage of the people in this region, state, and nation. In the competitive job market, however, business and industry have repeatedly stressed the fact that Standard English will be required in communications. Because the primary mission of the College is to prepare students for careers and career changes, it is imperative that the use of Standard English be required in each of its programs. The Standard English that is taught in English classes must be reinforced in all courses taught throughout the institution.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *7/1/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.0601

Verification of Student Identity Procedure

Student identity verification includes but is not limited to registration and advising methods, and unique student login for the Learning Management System (LMS). Students can only access content for courses in which they are enrolled. To verify the authenticity of the registered individual the LMS uses the College's student Active Directory resources for secure authentication.

References

Legal References: *Enter legal references here*

SACSCOC References: *FR 4.8.1*

Cross References: Fee for Verification of Student Identity Policy

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2527

Veteran Affairs Procedure

The Veterans Administration provides assistance to veterans discharged under conditions other than dishonorable in any branch of the United States Armed Forces. General information on current education benefits is provided below. To obtain more information on these benefits please visit the Department of Veterans Affairs website.

When a veteran enrolls in a program approved for training, he/she must pursue the exact curriculum outlined in the College catalog. Veterans will not be certified until all academic transcripts have been received and evaluated. The veteran must maintain satisfactory academic progress. Records of progress are kept by the College on both veteran and non- veteran students. Progress records are furnished to all students at the end of each scheduled college term.

Veterans Educational Programs

Chapter 35: Eligible Dependent Benefits The purpose of this program is to provide educational assistance for the eligible dependents of veterans with VA established disability of 100%, or less than a 100% but totally disabled for work purposes, or due to service-connected deaths, or death after release or discharge from active duty of service connected disability, or having been listed as missing in action, captured, detained or interred in line of duty by a foreign government or power for more than 90 days. Eligibility and period of eligibility will be determined by the VA Regional Office.

Chapter 30: Montgomery GI Bill The Montgomery GI Bill, Chapter 30, (which also provides for an educational entitlement program for members of the Selected Reserves, Chapter 1606 Title 10, United States codes) provides Educational Assistance Benefits to individuals who just became members of the Armed Forces or first entered on active duty after June 30, 1985. Eligibility will be determined with the Veterans Administration. The VA will determine entitlement and amounts of educational assistance to be paid.

Chapter 1606: Educational Assistance for Members of Selected Reserve and National Guard Units

The purpose of Chapter 1606 is to provide educational assistance and to encourage membership in selected Reserve and National Guard Units. The Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard are included. Eligible reservists are entitled to 36 months of educational assistance based upon full- time training.

Chapter 1607: Educational Assistance for Members of Selected Reserve and National Guard Units (REAP)

The purpose of Chapter 1607 is to provide educational assistance for National Guard and Reservists called or ordered to active duty in response to a war or national emergency as declared by the President or Congress. This program makes certain those activated for at least 90 days after September 11, 2001 are either eligible for education benefits or eligible for increased benefits (based on time deployed).

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Scholarships for Children of Certain Deceased, Disabled, or POW/MIA Veterans

The North Carolina Division of Veterans Affairs provides scholarships for the children of certain categories of deceased or severely disabled war veterans. For additional information and an application, write to N.C. Division of Veterans Affairs, 1315 Mail Service Center, Raleigh, NC 27699-1315.

Chapter 33: Post-9/11 GI Bill

The purpose of the Post-9/11 GI Bill is to provide educational assistance for individuals who served on active duty after 9/10/01. To be eligible, the individual must have either served on active duty for an aggregate period of at least 90 days or served at least 30 continuous days and received a service-connected disability discharge.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *6/3/14*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Procedure 3.2505

Veterans Advising Procedure

The Veterans Administration places additional responsibilities on the faculty advisor. Advisors must be aware of the basic regulations which govern the students' educational entitlement. The veteran advisor in the Financial Aid Office is at the disposal of each advisor for information or assistance.

- A veteran must carry at least 12 credit hours in order to receive full-time educational benefits for that semester. Three-quarter or one-half time classifications are also available to veterans pursuing less than a full-time schedule. To qualify for three-quarter time benefits a veteran must carry at least 9 credit hours. To qualify for one-half time benefits, a veteran must carry at least 6 credit hours.
- The monthly amount of educational assistance available to a veteran is conditional upon, among other things, an individual's enrollment status, program of study and number of dependent(s). The current table of monthly educational assistance rates can be requested from the Veterans Officer.
- If a veteran receives a grade of "F", he/she can repeat the course one additional time at VA expense.
- Courses which veterans have passed cannot be retaken at VA expense.
- Veterans enrolled in miscellaneous courses that do not lead to an approved educational, professional, and/or vocational objective are considered to be enrolled for self-improvement purposes and cannot be certified for VA educational benefits.
- Veterans must maintain satisfactory academic progress in order to receive VA educational benefits. It is important that accurate academic records be kept in order to evaluate the progress of advisees.
- Benefits are not authorized for classes in which non-punitive grades are assigned.
- So that compliance with VA regulations may be realized by the Veterans Officer, instructors must submit the applicable forms when the veteran violates policies outlined in the school catalogue.
- The College may be held liable for payments to veterans which are not in keeping with VA regulations.
- Any questions concerning veterans or VA regulations should be referred to the Veterans Officer in Student Services.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *6/3/14*

Board of Trustees Review/Approval Dates: *6/3/14*

Implementation Dates: *Enter date(s) here*

Procedure 6.1601

Visitor Complaint Procedure

Visitors to the Beaufort County Community College campus, college sites or college sponsored activities are defined as those individuals who do not meet the definition of "student" or "employee". Visitors, including prospective students, are expected to conduct themselves as responsible adults. Failure to do so may result in being banned from the campus. Appropriate criminal charges for violations of law on campus property may be filed. The Beaufort County Community College campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with normal operations of the College,
2. Destruction, damage, or misuse of College property,
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons,
4. Physical or mental abuse of another person,
5. Theft of another's property,
6. Any other violation of College policies and procedures pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Likewise, College employees are expected to conduct themselves in accordance with Colleges policies and procedures when dealing with visitors to the campus.

In the event that a visitor has a complaint regarding their treatment by any College employee while on campus or in their official college capacity, the visitor may file a written complaint with the President's office, setting out the specific facts upon which the complaint is based and submitted within two weeks of the said incident. The President shall investigate the allegations contained in the complaint and shall render a decision in writing within 30 business days of receipt of the visitor's written complaint.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

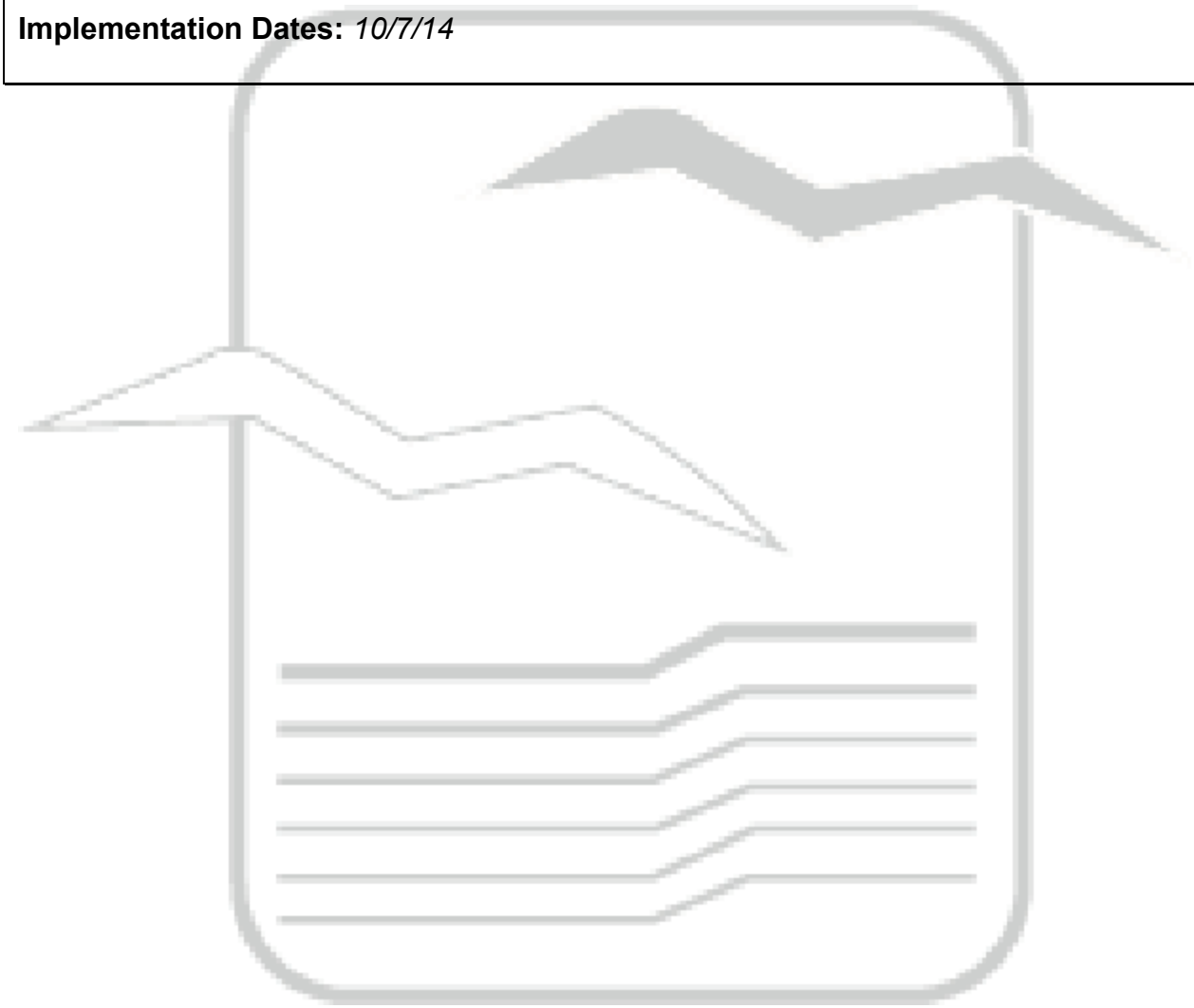
Cross References: Campus Conduct Policy

History

Senior Staff Review/Approval Dates: *10/7/14, 7/25/2016*

Board of Trustees Review/Approval Dates: *10/7/14*

Implementation Dates: *10/7/14*



Policy 8.04

Walking Trail Policy

Beaufort County Community College IM FITT Use Policy

The BCCC Interactive Multipurpose Fitness and Interval Training Trail (IM FITT) is open to the public during designated hours of operation. The hours of operation will be posted on the College webpage and on signs along the trail. Members of the public who are banned from campus may not use the trail at any time.

The following rules must be adhered to at all times by persons using the trail. Any person failing to follow these rules may be denied access to use of the trail.

Rules of the Trail

- Tobacco, alcohol or drugs of any type are not allowed on campus.
- Keep all pets on a leash and clean-up after pets.
- No bikes, skateboards or off-road vehicles of any type are allowed on the trail.
- No littering.
- Beware of animals and hazardous plants.
- Wear appropriate footwear and clothing.
- Report any trail issues or problems to campus police at 940-6444.
- Feeding of wildlife is discouraged.
- Children under the age of 15 should be accompanied by an adult while using the trail.

There are many inherent risks to walking outside. The trail includes uneven surfaces that, at times, may be slippery. Use caution, some plants along the trail may cause skin irritation and may contain thorns or other hazards. You are advised to carry water and dress appropriately for weather conditions. In the event of lightning or other severe weather, proceed to the nearest shelter or your vehicle. For your personal safety, it is recommended that you use the trail with a partner.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *8/6/13*

Board of Trustees Review/Approval Dates: *8/6/13*

Implementation Dates: *Enter date(s) here*

Policy 6.03

Weapons on College Property Policy

With the passage of amendments to NCGS 14-269.2, it is no longer illegal to carry a concealed handgun on College property so long as the following requirements are met:

1. The firearm may be a handgun only. The amendment does not apply to any other weapon or firearm.
2. The person must have a valid concealed handgun permit issued in accordance with Article 54B of Chapter 14 of the North Carolina General Statutes or a permit considered valid under NCGS 14-415.24.
3. The handgun must be in a closed compartment or container within that person's locked vehicle.
4. The person may unlock the vehicle for purposes of entrance/exit, but the vehicle must be locked immediately after entrance/exit.

All individuals in possession of a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

References

Legal References: *Enter legal references here*

SACSCOC References: *3.11.2*

Cross References: Firearms Qualification Range Policy

History

Senior Staff Review/Approval Dates: *8/10/15*

Board of Trustees Review/Approval Dates: *10/1/13*

Implementation Dates: *Enter date(s) here*

Policy 3.27

Withdrawal Policy

Beaufort County Community College adheres to State Board Code 1E SBCCC 900.1(a)(4) that a student can officially be withdrawn by student, faculty, or staff from a course for the following reasons:

1. The student notifies the Registrar's Office of their intent to disenroll by completing the Drop/Add/Withdrawal form and submitting it to the Registrar's Office within the appropriate time.
2. If a course is cancelled.
3. If a student fails to meet the financial obligation required to remain in the class in good standing at the census date.
4. An instructor initiates an administrative withdrawal as set forth in the Last Date of Attendance Recording Procedure for Instructors.

References

Legal References: State Board Code 1E SBCCC 900.1(a)(4)

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *9/12/16*

Board of Trustees Review/Approval Dates: *10/04/2016*

Implementation Dates: *Enter date(s) here*

Procedure 3.0907

Work Based Learning Procedure

Work based learning education is designed to enable students to earn college credit for working on a job that is a learning experience and that is related to the curriculum in which they are enrolled. The on-the-job training is a vital component to the total learning experience, supplementing theory learned in the classroom. Job sites become laboratories where classroom concepts can be utilized and tested. Work based learning education is open to students in certain programs. College personnel will assist the student in securing a job that meets the criteria for eligibility. A student may also use the job in which he/she is presently employed if this job meets specified criteria. Numerous advantages accrue from such an approach to learning: career direction and financial assistance for participating students, a source of manpower for employers, and an avenue to better relate the College to the community. A student may earn work based learning credit according to approved curriculum standards for his/her curriculum. Students should check with their advisor and/or the work based learning education coordinator for information on those guidelines.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy

History

Senior Staff Review/Approval Dates: *4/28/14*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

Policy 3.01

Academic Freedom Policy

The Board of Trustees of the College recognizes the professional expertise and experience of employees in adopting instructional strategies that support learning consistent with the curriculum standards of the North Carolina Community College system. The Trustees authorize the President to develop and maintain procedures to safeguard and protect academic freedom.

Academic freedom is defined as an individual's right to engage in intellectual debate, research, speech, or written or electronic correspondence, without fear of censorship, retaliation, or sanction. Academic freedom encompasses both the individual's and college's right to maintain academic standards and gives faculty members substantial latitude in deciding how to teach the courses to which they are assigned; encourage intellectual integrity; sustain pedagogical approaches consistent with the discipline taught; and evaluate student work. Academic freedom includes the right for one individual to challenge the views of another individual.

Academic freedom does not involve expression that substantially impairs the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the college community. Academic Freedom does not provide protection of faculty who demonstrate professional ignorance, incompetence, or dishonesty with regard to their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

References

Legal References: *Enter legal references here*

SACSCOC References: *CS 3.7.4*

Cross References: Academic Freedom Procedure, Program Handbook Procedure, Curriculum Revision Procedure

History

Leadership Council Review/Approval Dates: *01/12/2018*

Senior Staff Review/Approval Dates: *3/21/2016, 12/19/17*

Board of Trustees Review/Approval Dates: *4/5/2016, 02/06/2018*

Implementation Dates: *7/1/2016*

Procedure 3.0101

Academic Freedom Procedure

The College values the freedom of its educational community to engage in academic discourse.

College Responsibilities

Responsibility must accompany the rights and privileges of academic freedom; throughout the educational process, the college will sustain an environment that allows for and protects the greatest possible freedom of expression, encourages openness and discourse, and supports rigorous inquiry. In the course of inquiry, views expressed by members of the college community will conflict. The college expects this dynamic to occur and will not attempt to filter ideas or viewpoints that others may find disagreeable, unwelcome, or objectionable. To support an open environment, the college will remain neutral on partisan political matters. This neutral position is maintained to encourage an environment where faculty, students, and employees can express individual points of view and to insulate the college from undue political influence or pressure. As such, the views of individuals of our community are distinct from and should not be considered as the official views of the college. The college will not penalize or discipline members of our community because of the exercise of academic freedom.

Faculty Responsibilities

Responsibility must accompany the rights and privileges of academic freedom; throughout the educational process, faculty are encouraged to create an environment of academic excellence and to explore various points of view. Faculty are expected to be accurate, objective, and purposeful. Material presented or discussed should be related to the course's subject matter. Faculty are expected to present and discuss assignments and material relevant to the student learning outcomes presented in the course outline. Faculty are responsible for setting reasonable rules for appropriate classroom discourse, including limits to speech that is unrelated to class material, consistent with state or federal law.

Community Responsibilities

Responsibility must accompany the rights and privileges of academic freedom; throughout the educational process, members of the college community, which include faculty, staff, students, and guests, are encouraged to participate in spirited and open debate as well as intellectual exchange in a civil, collegial manner. In the course of inquiry, individual members of our college community may express viewpoints that other individuals may find disagreeable, unwelcome, or objectionable. All individual members of the college community also bear the responsibility to distinguish those behaviors that may violate the College Conduct Policy or Employee Conduct and Professionalism Policy. Verbal harassment of or threats directed toward any member of the college community; breach of peace on college property or at any college-sponsored function in a manner

that disturbs the privacy of other individuals and/or the instructional program; violation of college regulations or policies, and breach of any federal, state, or local criminal law either on campus or at any college-sponsored activity are examples of individual conduct violations that are not protected under the Academic Freedom Policy.

Right to a Grievance

All members of the college community have the right to due process. College employees should use the Grievance Procedure to resolve a grievance involving academic freedom. Students should use the Student Rights and Due Process Policy to resolve a grievance involving academic freedom. Guests of the college should contact the Vice President of Academic Affairs with questions, concerns, or information regarding due process. The support of academic freedom is not intended to supersede performance issues, college policies or procedures, or municipal, state, or federal laws. The college will continue to evaluate the work of each employee on a regular basis. Ultimately, each employee is responsible for working toward accomplishment of the mission and goals of the college.

References

Legal References: *Enter legal references here*

SACSCOC References: *CS 3.7.4*

Cross References: Academic Freedom Policy, Curriculum Revision Procedure

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*