



Beaufort County Community College Consumer Information and School Reporting General Student Disclosures

ABSTRACT

This publication provides current and prospective students with consumer information about financial aid; the campus, facilities, and student athletes; campus security; drug and alcohol abuse prevention and programs.

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Consumer Information and School Reporting

Beaufort County community College (BCCC) is required disclose to the public and report to the Department of Education information about financial aid; the school's campus, facilities, and student athletes; campus security and fire safety; drug and alcohol abuse prevention and programs.

Availability of Information

Notice to enrolled students

Each year BCCC will distribute to all enrolled students a notice of the availability of the information it must provide in the following general categories:

1. General disclosures for enrolled or prospective students,
2. Annual security report and annual fire safety report,
3. FERPA information (Family Educational Rights and Privacy Act of 1974)

The notice will list and briefly describe the information and tell students how to obtain it. It will be provided on an individual basis through an appropriate mailing or publication, including direct mailing through the U.S. Postal Service, campus mail, or electronic mail.

Web Dissemination

BCCC will distribute the general disclosures and security reports before October 1st each year by posting the information on the College's internet website which is reasonably accessible to students and employees. BCCC will include in its annual notice to enrolled students the exact electronic address of the information and will provide a paper copy of the information on request.

Availability of Employees for Information Dissemination Purposes

Student Services will be available on a full-time basis to assist enrolled or prospective students in obtaining information on the College's financial assistance, graduation and completion rates, security policies, and crime statistics.

General Student Disclosures

Student Annual Disclosure

Dear BCCC Students:

Welcome Back to Fall 2023! I wanted to make you aware of the Drug and Alcohol Abuse Prevention Program (DAAPP) at Beaufort County Community College (BCCC). BCCC is committed to providing its employees and students with a safe and healthy environment. We recognize 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. In compliance with federal requirements to have a drug and alcohol abuse prevention

program, the College has implemented a drug and alcohol program for employees and students. Please be mindful that the misuse of drugs and alcohol is a direct violation of the Student Conduct policy and there will be sanctions that could result in suspension or banning from the college. Therefore, we want to be certain we make you aware of programs to deter alcohol and drug abuse.

Drug and Alcohol Programs for Students and Employees

BCCC encourages employees and students to seek help overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact the Counseling Department for assistance regarding counseling and treatment referral services. Employees may contact the Human Resources Office for assistance and referral services.

Programs for Students on Campus

1. BCCC displays information and resource guides regarding drug and alcohol referrals and resources on the campus monitors.
2. The Counseling Department provides literature for students with informational brochures from area non-profits and other centers. The information includes resources for alcohol and substance abuse.
3. Instructors devote a segment of ACA 111 and ACA 122 highlighting the importance of a drug free campus and the health risks associated with abuse of drugs and alcohol.
4. The College's philosophy on providing an environment free of drug and alcohol abuse
5. Educational efforts to prevent drug and alcohol abuse
6. Counseling and rehabilitation services for drug and alcohol abuse
7. The College's policies and procedures on drug and alcohol abuse and possible disciplinary consequences
8. Common types of drugs in society
9. Information is available through the counseling staff in Student Services for community services to which students may be referred for assistance with drug and alcohol addictions.

The Campus (CARE) team is a supportive service available to all students enrolled at the college who may need resources and intervention in order to successfully complete their academic goals. As such, the team will strongly encourage members of the campus community to report any students who have demonstrated suspicious behaviors that indicate a student may be struggling with, alcohol and/or drug use. The CARE team will review and assess the information and provide students with the necessary support, referrals, and treatment options as appropriate.

Resources for Students

Student alcohol and drug abuse referrals are sent to the Director of Counseling for an initial assessment. Access to appropriate mental health/substance abuse resources are shared with the student. Assistance with contacting Mobile Crisis or other providers, to discuss further clinical evaluations and interventions, is provided to students who

choose this option. College staff will follow up with students to provide ongoing support as needed.

The BCCC Counseling Resources page provides a Resource Directory that includes information on substance abuse/prevention. <https://beaufortccc.edu/student-life/counseling>

Off-campus Referrals

When appropriate, students and employees are referred to off-campus treatment providers, which include the following:

NC Drug Abuse Hotline 1-800-688-4232

Treatment Referral Routing Services 1-800-662-HELP (4357)

Mobile Crisis 1-866-437-1821

Walter B. Jones Alcohol & Substance Abuse Treatment 252-830-3426

Alcoholism/Drug Abuse Alcoholics Anonymous (AA) 252-947-5317

Port Human Services DETOX Facility-Based Crisis Services 252-413-1637

The Family Wellness Center 1035 C Director Court 252-215-9011

Greenville, North Carolina 27858

There are policies and procedures addressing the use of drugs and alcohol while attending BCCC:

1. Policy 6.02: Drug and Alcohol Abuse Policy
https://www.beaufortccc.edu/assets/pandp/6-02_alcohol-controlled-substance-policy.pdf
2. Policy 6.16; College Conduct Policy
https://www.beaufortccc.edu/assets/pandp/6-16_College%20Conduct%20Policy%20.pdf
3. Procedure 6.1602 College Conduct Procedure
https://www.beaufortccc.edu/assets/pandp/6-1602_College%20Conduct%20Procedure.pdf
4. Procedure 3.0023: Student Conduct Procedure
https://www.beaufortccc.edu/assets/pandp/3-0023_Student%20Conduct%20Procedure.pdf

If you have any further questions or concerns, feel free to reach out to me via my phone number or respond to this email. You can also reach out to the Director of Counseling, Kimberly Jackson at kjackson@beaufortccc.edu or call her at 252-940-6252

We are here to serve you and want to make sure any issues regarding the misuse of alcohol and/or drugs are dealt with so you can maintain a successful academic experience at BCCC!

Sincerely,

Dr. Latonya Nixon

Vice President for Student Services

Campus Crime and Safety Information (PD)

Clery/Campus Security Act

The full title of the Clery Act is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It has been amended several times, most recently by the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, VAWA requires institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. These crime statistics must be reported to the Department through the web-based data collection. Schools must also include certain policies, procedures, and programs pertaining to these crimes in their annual security reports.

Crime Log

BCCC must create, maintain, and make available an easily understood daily crime log. The daily crime log must include the nature, date, time, general location of each crime that occurs within the institution's Clery geography, and the disposition of the complaint, if known. Entries must be made within two business days of the report of the information, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

BCCC may withhold this information if there is clear and convincing evidence that releasing it would jeopardize an ongoing criminal investigation or safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. The school must disclose any withheld information once the adverse effect is no longer likely to occur.

BCCC is required to make the crime log for the most recent 60-day period open to public inspection during normal business hours.

BCCC must make any portion of the log older than sixty days available within two business days of a request for public inspection.

Crimes to be Reported

BCCC must report to the Department of Education and disclose in its annual security report statistics for the three most recent calendar years the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:

1. Primary crimes, including criminal homicide (murder, non-negligent manslaughter, and negligent manslaughter); sex offenses (rape, fondling, incest, and statutory rape); robbery; aggravated assault; burglary; motor vehicle theft; arson
2. Arrests and referrals for disciplinary actions, including arrests for liquor law violations, drug law violations, and illegal weapons possession and persons not

arrested for one of those offenses but who were referred for campus disciplinary action

3. Hate crimes, including the number of each type of primary crime listed above that is determined to be a hate crime and the number of the following that are determined to be hate crimes: larceny-theft, simple assault, intimidation, destruction/damage/ vandalism of property
4. Dating violence, domestic violence, and stalking

Distribution to enrolled students and current employees

By October 1 of each year, BCCC must distribute to all enrolled students and current employees its annual security report through appropriate publications and mailings including

1. direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail;
2. a publication or publications provided directly to each individual; or
3. posting on an Internet or intranet website (see the conditions for Web distribution at the beginning of this chapter).

Availability to Prospective Students and Employees

BCCC must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. BCCC must provide its annual security report, upon request, to a prospective student or prospective employee.

Emergency Response and Evacuation Procedures

BCCC has developed emergency response and evacuation procedures and includes a description of its procedures in its annual security report to the campus community.

Timely Warning and Emergency Notification

BCCC has developed procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Annual Security Report

The [BCCC Annual Security Report](#) is located on the BCCC Police Department webpage.

Information about the College's Academic Programs, Costs, Facilities, and Policies

Main Campus

Beaufort County Community College is located four miles east of Washington, North Carolina, a town of approximately 10,000 people. Washington is situated on the largest estuarine system in the United States. The "Original" Washington, easily located by traveling either US Highway 17 or Highway 264, serves as the ideal overnight retreat while exploring nearby Historic Bath, Ocracoke, Belhaven, Aurora, New Bern, Edenton, Greenville, or the Crystal Coast.

You can review the BCCC [Campus Map](#) or take a [virtual tour](#) by visiting the [BCCC website](#).

Academic Programs (Curriculum)

The Beaufort County Community College [Academic Catalog](#) contains everything you need to know about our programs and courses. In addition, you'll find helpful information about admissions and registration, student services, tuition and fees, academic requirements, and more.

Centralized Advising Center

Students who have 16 or fewer credit hours should register for courses through the Centralized Advising Center in the Arts & Sciences Building (3), Room 122. Other students should register with their academic advisor. Any student can call 252-940-6353, email advising@beaufortccc.edu, or visit the Centralized Advising Center to identify their advisor. For the full list of advisor contact information by program of study [click here](#).

Cost of Attendance

A description of the fees for attendance is published in the BCCC College Catalog and on BCCC Website. Once students register, they may also view their specific charges on Self-Service. This information is also available on the BCCC website.

Tuition and Fees: <https://www.beaufortccc.edu/student-records/tuition-and-fees>

Cost of attendance at Beaufort County Community College includes tuition, fees, miscellaneous expenses, expected housing and food expenses, transportation, and books and supplies. These numbers are evaluated annually using the information available on the Bureau of Labor and Statistics website regarding the costs of living in our demographic area. This information is on the [Financial Aid Website](#) and [BCCC Catalogue](#).

Cost of Attendance: <https://www.beaufortccc.edu/student-records/tuition-and-fees>

Net price calculator (FA)

BCCC's Net price calculator offers students the opportunity to estimate the true cost of a college education. Your net price is the cost of tuition and fees minus the grants, scholarship and education tax benefits you receive. The net price you pay is specific to you because it's based on your personal circumstances and the BCCC's financial aid policies.

Every student has a link on their self-service account to BCCC's Net Price Calculator.

The College Financing Plan (FA)

The College Financing Plan formerly known as the Financial Aid Shopping Sheet, is a standardized form developed by the U.S. Department of Education for prospective students to compare the estimated costs of colleges and the types and amounts of aid available.

Financial Assistance Available to Students

Financial Aid recipients receive annual notification of the availability of this information in the [BCCC College Catalog](#) and BCCC [Financial Aid Website](#). The award letter is updated annually by the Director. If a prospective student requests to review the information below, we provide them with the electronic link so they can read this information.

BCCC makes publish and makes readily available to enrolled and prospective students, upon request:

A description of all available financial aid programs (including both need-based and non-need-based programs) and for each of those programs

1. Procedures and forms required to apply
2. Student eligibility requirements
3. Criteria for reselecting recipients and for determining award amounts
 - a. Certain information about awarded aid, specifically:
 - i General conditions and terms applicable to any employment provided to a student as part of the student's aid package
 - ii Method and frequency of financial assistance disbursements to students
 - b. Rights and responsibilities of student aid recipients, including:
 - i Criteria for continued eligibility under each program
 - ii Standards of Satisfactory academic progress
 - iii Criteria by which the student who has failed to maintain satisfactory academic progress may re-establish eligibility for financial assistance
4. A Summary of the requirements for the return of Title IV funds if the student withdraws

5. A statement that enrollment in a program of study abroad approved for credit by the institution may be considered enrollment in the institution for purposes of applying for Title IV aid
6. the method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
7. the way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out;

Explaining Verification Requirements

Federal regulations stipulate that certain Institutional Student Information Record (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. The Financial Aid Office will verify all of the students selected for verification by the U.S. Department of Education's Central Processor System (CPS). The institution may at its discretion choose to verify any information believed to be incorrect on any application. The institution will resolve any conflicting information in determining a student's eligibility for federal or state funds.

Notification of a student requiring verification is emailed as soon as BCCC receives the student's FAFSA by email and paper copy mailed to the student's address on file. Notification of verification needed will be emailed weekly, until verification requirements are met. The student will be required to submit the required documentation within a two-week deadline to ensure timely processing.

Students are sent an award notification by email when verification is complete. The award notice is also available on student's Self Service account. If a student's award is adjusted, a new award notification is emailed.

Verification Procedures are available on BCCC's website:

https://www.beaufortccc.edu/assets/pandp/3-2547_verification-process-procedure.pdf

Withdrawal Procedures, Refunds, and Return of Aid (FA / SS)

Withdrawal Policy (3.27)

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 [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.
5. Withdrawal of a student for reasons other than attendance (i.e. discipline, lack of academic performance, etc.) may be completed by recording the last date of attendance in Self Service signifying the student's last date of enrollment and immediately contacting the Vice President of Student Services.
6. The college reserves the right to grant a medical withdrawal to any student who presents appropriate documentation validating a severe medical condition that prohibited the student from successfully completing their course(s). The college reserves the right to provide financial assistance from local or foundation funds, pending availability, to hold the student financially harmless.

Drop Add Withdrawal Procedure (3.2507)

Courses may be added and dropped only during the period designated in the College calendar. To add or drop a course, students must submit a completed Drop/Add form to the Registrar's office. To withdraw from a course, students must submit a completed Withdrawal form to the Registrar's office. Students who withdraw from a class after the census date and prior to the withdrawal deadline receive a grade of W and are not eligible for a refund. Students who do not complete a class and do not officially withdraw receive the grade they earn 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 to remain in BIO169).

To add or drop a course:

The student must:

1. Complete all required information on the [Drop/Add Form](#).
2. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
3. Return the completed Drop/Add form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

To withdraw from course(s) after the drop/add period:

I. Student initiated withdrawal:

The student must:

1. Complete all required information on the [Withdrawal form](#).
2. Obtain the instructor signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). Once the instructor provides the LDA, the student must forward the email with the LDA to registrar@beaufortccc.edu.
3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

II. Instructor initiated administrative withdrawal:

The instructor must:

1. Record the last date of attendance (LDA) in Self Service and remove any attendance for the student taken after the LDA.

To withdraw from school:

The student must:

1. Complete all required information on the [Withdrawal form](#).
2. Obtain the instructor(s) signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). The student must forward the email with the LDA to registrar@beaufortccc.edu.
3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.
5. 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 a course.

*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 another emergency.

Fees and Refunds Policy (3.22)

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 to State Board of Community College Code 1E SBCCC 900. 1 Curriculum Tuition Refunds, 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 nonrefundable 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." Students who are dropped as "never attended" will receive 100% adjustment and/or refund for the class. If other charges (e.g. bookstore charges) have been applied to the account, the student will be 100% responsible for the other charges.
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 prior to the 10 percent point, 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.
7. If a final residency determination status date is validated after the 10 percent point Policy 3.22 Page 2 of 3 of the course section or academic term, whether to "in state" or to "out of state", the College shall apply the new tuition determination to the following term.

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 the time of registration. In accordance with State Board of Community College Code 1E SBCCC 900.2 Continuing

Education Registration Fee Refunds 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.

Financial Aid Return of Title IV Funds

The Federal “Return of Title IV Funds” legislation requires that when a student completely withdraws on or before completing 60% of the semester, the amount of financial aid (federal grants) earned must be recalculated. The school and/or student may then be required to return some, or all of the federal funds awarded to the student. Federal financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses for any reason – including medical withdrawals – the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. If a student has received Title IV financial aid, a refund must be calculated under the Federal Return of Title IV funds policy. The refunds are based on the number of days attended for the semester, divided by the total number of days in the semester (minus any scheduled breaks of at least five days in length). Funds are deposited back to the financial aid accounts in accordance with federal regulations.

Financial Aid Return of Title IV Funds Procedure:

https://www.beaufortccc.edu/assets/pandp/3-2548_financial-aid-return-of-title-iv-funds-procedure.pdf

Return of SEA-Administered State-Funded Grant Programs

State-Funded grants are provided to assist students with the cost of attendance on the assumption that the students will attend college for the entire term for which the funds are awarded. When a student withdraws before the end of the term, Beaufort County Community College must determine how much, if any, State grant funds must be returned. The amount that BCCC must return depends on when the student withdraws. Funds must also be returned for changes in enrollment and eligibility status.

Return of State Funds Procedure (3.3201)

Withdrawals and Never Attend

BCCC calculates the amount of funds it must return, when a student withdraws prior to or on the 35% point of the term, via the CFI Grant System. In completing the calculation, the “last date of attendance” is determined consistent with Title IV regulations for a Return of Title IV Funds. “Term” means the academic period for which the State funds are awarded.

Withdrawal: A withdrawal occurs when a student, who attended class by the registrar's census date, is removed from a class after the last day to drop and prior to the withdrawal deadline. A grade of “W” is reflected on the transcript for course withdrawals.

Never Attend: A never attend is assigned when a student does not attend class or complete online assignments by the registrar's census date. Never attends are not reflected on the transcript.

Last Date of Attendance

If a student's last date of attendance can be verified and is prior to or on the 35% point of the term, the State grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).

If the last date of attendance occurs after the 35% point of the term, the State grant award is considered 100% earned and no State grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on the 35% point of the term:

1. The percentage of State grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of State grant earned from 100%; this equals the percent of unearned State grant.
3. Multiply the percent of unearned State grant by the grant amount

No Academic Credit

If a student earned no academic credit for the term (all ‘F’ grades), the institution must determine whether the student completed the term. If the institution determines that the student did not withdraw, but instead completed the courses and earned no academic credit, BCCC is not required to return State funds. If the BCCC determines that the student unofficially withdrew, BCCC must complete a calculation using a last date of attendance or date of last documented academic activity to determine if any funds must be returned to the state. If there is no last date of attendance or last documented academic activity, the BCCC may use an official withdrawal date in place of the last

date of attendance. If there is neither a last date of attendance nor an official withdrawal date, the State grant repayment will be 50% of the grant amount.

Never Attend Repayments

If a State grant recipient never attends courses in the term for which they received a State grant award, the State grant repayment is 100% of the award. If a BCCC is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

BCCC will return State grant funds within 60 days of the date that the school determined a student has withdrawn.

BCCC will return State grant funds within 60 days of the date that the school determines an enrollment or eligibility change results in the need for a return of funds.

BCCC will fully reconcile and return all State grant funds owed back for the prior academic year by September 1st.

Process

1. The Enrollment Activity Report (RGER) is generated in Colleague as required to properly and consistently identify students that have officially or unofficially withdrawn from classes.
2. The RGER report is reviewed by the FA Office.
3. A spreadsheet is generated each semester from data obtained from the RGER report tracking student name, ID #, course and section numbers, last day of attendance (LDA), total number of classes registered in, date financial aid was notified of the course withdraw.
4. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for federal funding is performed in Colleague in the Award Detail Entry (AIDE) screen.
5. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for state funding is performed in the College Fund of North Carolina website under the "Return of Funds Calculator" Tab.
6. The student's account is adjusted in Colleague to show the earned amount of state funds based on the return of funds calculation.
7. The Financial Aid Office notifies the student that a Return of Funds calculation has been performed on their account and that they are now in an overpayment (disbursement of more federal or state student aid funds to a student than he or she is eligible to receive) status or entitled to a post-withdraw disbursement.
8. The Batch Financial Aid Transmittal Register (FATR) is run in Colleague and forwarded to the Business Office for processing.
9. The Business Office notifies financial aid when the FATR and the Batch FA Transmittal Update (FATP) process is completed.
10. The BATCH report is printed off the College Fund of NC website and emailed to the Business Office to mail funds back.

11. The Business Office notifies the student that they have an account balance based on the processing of a return of funds calculation.
12. Students are notified when their debt is referred to Debt Resolution Services and provided with the phone number and postal address of the agency.
13. A spreadsheet is maintained and utilized by the Financial Aid Office and the Business Office to track return of funds calculation by student, the overpayment amount, the date the debt was reported to the NSLDS, the date referred to the Debt Resolution Services and the date of repayment.

Transfer of Credit Policies (Curr / SS)

Transfer to Senior Institutions Procedure (3.1701)

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.

Advanced Standing and Transfer Credit Procedure (3.0925)

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, regionally-accredited 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, or courses with grades of passing (P) implemented through a Pass/Fail option during an emergency situation, 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 in Science or an Associate in Arts 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 and will have satisfied developmental education pre-requisites for all courses requiring such prerequisites. Transfer credit for specific majors is accepted to the extent that acceptance of the credits would not conflict with discipline-specific requirements from accrediting agencies, licensure bodies, or competitive admission programs.

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. In general, courses will be considered for transferability regardless of their age; however, with approval from the Vice President of Academic Affairs, some programs may restrict the age of courses used for program admission, prerequisite purposes and/or program completion.

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.

1. A student seeking credit by examination must follow this procedure:
2. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use [Request for Special Examination form](#).)
3. Obtain approval of instructor and dean.
4. Register and pay fees for the course.
5. Take the examination by the census date for the course consistent with [1D SBCC 800.8](#).

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 beyond the census date of the course 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 and the College's Credit for Prior Learning (CPL) [handbook](#). 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 and the College's CPL [handbook](#).

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 and the College's CPL [handbook](#).

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 or 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, the Admissions Office, and the College's CPL [handbook](#).

Credit for Prior Learning

Where appropriate, the College grants credit for knowledge and skills acquired outside the classroom as outlined in the College's CPL [handbook](#).

Institutional Policy on Copyright Infringement (SS)

Copyright Policy (6.05)

It is the intent of the College to adhere to the U.S. Copyright Law (Title 17, U.S. Code, Set. 101, et. seq.).

Copyright infringements are illegal and can result in substantial fines to the individual and/or institution. When a copyright owner files a formal complaint against an institution for an infringement, those named in the complaint usually include the members of the governing board, the chief executive officer, the infringer(s), and the contributory infringer. A contributory infringer is one who has knowledge of an infringement, but does nothing about it.

Unauthorized or unlicensed copying of copyrighted materials (books, periodicals, audio, or video programs, or software of any type) is prohibited by federal and international law. Persons with knowledge of such activities must report those activities to their supervisors.

Employees conducting such copying or using improperly acquired materials are subject to disciplinary procedures. If you have any questions about the use of copyrighted materials, contact the Director of Library or Library staff for assistance. Faculty and staff should refer to the library's web site for more in depth and current [copyright information](#).

1. It is the intent of the Board of Trustees that the College comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). This policy represents a sincere effort to observe the copyright law.
2. Employees are prohibited from copying copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved by the institution's Copyright Officer on a case-by-case basis.
3. Employees are prohibited from "performing" copyrighted works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110 (1) (40 or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.
4. The College requires adherence to The Technology, Education, and Copyright Harmonization Act (TEACH Act), which updates copyright law pertaining to transmissions of performances and displays of copyrighted materials. Such transmission are critical to current higher education distance education efforts, including online courses.
5. The President shall appoint a Copyright Officer who shall (a) implement this copyright policy, (b) prepare and distribute a Faculty Copyright Policy, (c) conduct training programs to assure that employees are aware of the copyright law, (d) answer questions about the copyright law, (e) maintain appropriate records of permissions, agreements, and licenses, (f) place appropriate copyright warning notices on or near copying equipment, and (g) other related duties, as needed.
6. Employees who willfully disregard the College's Board Copyright Policy, or the specific provisions of the Faculty Copyright Policy, do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.
7. If the Copyright Officer is aware of copyright infringements by an employee, he/she shall counsel the infringer. If the employee continues to infringe the copyright law, the Copyright Officer shall inform the President of the continuing infringements. The President shall take appropriate steps to stop the illegal actions. If the infringer refuses to stop the infringements, the President shall take appropriate steps to terminate the employment of the persistent infringer.

Academic Dishonesty Procedure (3.0917)

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:

1. The student will receive a penalty of no less than zero on the work.
2. The instructor will submit a written report of the incident using the Academic Dishonesty Report Form to the Vice President of Student Services.
3. The Vice President of Student Services will determine whether further disciplinary action is warranted.
4. All decisions may be appealed for review by the Student Appeals Committee.

BCCC Policies and Procedures

All BCCC policies and procedures are located on the [BCCC website](#) under About BCCC – [Policies and Procedures](#).

Teach-Out Plans and Agreements

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

As required by our accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), if the institution decides to close an educational program, site, branch campus, or the entire institution, it must consider the following options:

The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a site or a branch campus, or the operations of an institution after students have graduated. The institution must submit to the Commission a teach-out plan for approval.

If the institution enters into a contractual teach-out agreement for another institution to teach out the educational programs or program, the teach-out agreement requires Commission approval in advance.

A teach out-plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 50 percent of at least one program, ceases to operate before all students have completed their program of study, and may include a teach-out agreement between institutions. In such cases and in accord with Federal regulation 602.24 (c), the institution is required to submit the teach-out plan to the office of the Commission on Colleges for approval prior to its implementation. The institution may include a teach-out agreement as part of its teach-out plan. A teach-out agreement is a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 50 percent of at least one program offered, ceases to operate before all enrolled students have completed their program of study. If an institution includes a teach-out agreement as part of its teach-out plan, the agreement should be submitted to the Commission office for approval prior to its implementation.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

A general plan must be provided to NAACLS, addressing temporary and permanent program closure. In the event of such closure, a detailed plan must be submitted to NAACLS within 30 days of the official announcement.

North Carolina Board of Nursing (NCBON)

Process for program closure: (a) When the controlling institution makes the decision to close a nursing program, the Administration of the institution shall submit a written plan for the discontinuation of the program to the Board and shall include the reasons for

program closure, the date of intended closure, and a plan for students to complete this or another approved program. (b) When the Board closes a nursing program, the program director shall, within 30 days, develop and submit a plan for discontinuation of the program for Board approval. The plan shall address transfer of students to approved programs. (c) The controlling institution shall notify the Board of the arrangement for secure storage and access to academic records and transcripts.

Accreditation and Licensure (IE)

Accreditation information is publicly available on our website

<https://www.beaufortccc.edu/about/accreditation>

We have two accrediting bodies:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Beaufort County Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Beaufort County Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling **(404) 679-4500**, or by using information available on SACSCOC's website (www.sacscoc.org).

Medical Laboratory Technology Program Accreditation

The Beaufort County Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018.

[BCCC Procedure 3.2404](#) informs students of how to file complaints about non-compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Student Activities (SS)

At BCCC, we believe that life outside the classroom is an important part of your college experience. The BCCC campus has a variety of activities to enhance your lifestyle - including cultural events and personal development seminars. We hope you will explore the possibilities for fun and learning that our student life programs have to offer. You can more information by visiting the BCCC [Student Life](#) webpage.

Campus Happenings

Check the [Campus Happenings Calendar](#) frequently to see the latest student related events going on campus.

[Clubs and Organizations](#)

Student life has student organizations covering a broad range of interests. Our campus has clubs that support social activities, academic pursuits and professional networking. Opportunities are also available to help students develop leadership skills and acquire hands-on experience in managing an organization.

1. [Student Government Association](#)
Come ONE, come ALL! SGA is your voice on campus. SGA helps plan events for students, encourages participation from other students, and meets other student leaders from across the state. Open to ALL enrolled Curriculum Students.
2. **Beaufort County Association of Nursing Students (BCANS)**
Beaufort CCC Association of Student Nurses (BCANS) is the local chapter of the professional student nursing association. Anyone who is in the nursing programs here at BCCC are encouraged to attend and join if they would like to be a part of an exciting group of students that are serviced oriented. Open to BCCC Nursing Students.
3. **Environmental Alliance**
Meets every Wednesday at 12:00 in Building 1, Room 112.
Protect our living world and explore the outdoors. Discuss current issues, help "green" our campus, go on hikes, and work together with other students to clean up our environment. Open to BCCC/ECHS Students.
4. **Gamma Beta Phi**
The BCCC Chapter of Gamma Beta Phi inducts academically excellent students who share the mission of promoting education and providing community service to BCCC and the surrounding communities. This club is based on academic performance and only open to invited students.
5. **LGBTQ+ Club**
Meets every Monday at 12:00 in Building 1, Room 104.
LBGT+ Club is a place for gay, bi, questioning, gender non-conforming, and trans students, as well as their allies and friends. This club is a safe space to discuss current events, personal challenges, family acceptance, and other issues. Participants can come to on-campus meetings as well as off-campus outings. Open to all BCCC/ECHS students.

6. **Men of Success**

The power to dream, the power to succeed! This program provides support and assistance to minority males at the college. They work closely with you to ensure academic success through your journey, focusing on economic empowerment, academic enrichment, positive relationships, social interactions, and good choices. Open to BCCC minority men.

7. **Students Striving to Succeed through Leadership (SSSL)**

To promote awareness of Student Support Services (SSS), to provide leadership opportunities for community services: to provide avenues for students to exchange academic information: and to foster a sense of community for all SSS students. Open to TRIO participants.

8. **Study Abroad**

Come travel with us! Study abroad takes students to countries like Belize and Costa Rica where students can learn about history, culture, and ecology through first-hand experience. Open to BCCC/ECHS students.

9. **Write On! Creative Writing Club**

Meets every Thursday at 2:00 in the BCCC Library

It's fun and all levels of writers are welcome. Participate in writing competitions, share ideas for characters and plots, get help editing your work, and write in community with others. Open to BCCC/ECHS students.

10. **Automotive Car Club**

11. **Chess Club**

12. **Jeremiah 29**

13. **Life on the Pamlico**

14. **Mechanical Engineering Club**

15. **Medical Lab Technology (MLT Club)**

16. **Music Club**

17. **Welding Club**

Accessibility Services

The Office of Accessibility Services is available to collaborate with qualified students in an effort to ensure equal access and quality services across all areas of Beaufort County Community College. Services are offered in compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008 (ADAAA).

Career Services

Beaufort County Community College uses College Central Network as its official resume and job posting service. The exclusive site can be accessed 24/7 at www.collegecentral.com/beaufortccc.

Counseling Services

The experience of being a student can be both exciting and challenging. BCCC counselors are aware of the diverse experiences of Beaufort County Community College students and provide many services that foster academic success and personal growth. From admission to graduation, students have found these services to be an important part of their success.

Men of Success

Through role modeling and mentoring, participants encourage developing relationships that positively impact our youth. Men of Success focuses on placing significance on academic excellence, social responsibility, emotional stability and cultural acuity in our daily life and in our curricular activities. We focus on the essential skills needed to become productive, contributing residents of North Carolina.

Student Support Services

Student Support Services (SSS) is a federally funded TRIO program, which provides opportunities for academic development, assists students with basic College requirements, and serves to motivate students toward successful completion of their education. All of the services are free for program participants.

Student Support Services has offices in Building 9 and Building 1. The TRIO Success Center is located in Room 120 in Building 1.

Student Government Association

The Student Government Association is the voice of the students, and we are all part of this organization. We have SGA for many reasons; one of which is to have our voices heard. Having SGA connects us with our faculty, staff, administration, and our community.

Transportation to Campus

Sit back and let the BATS bus do the driving. It will save you money on gas and car repairs and get you to class reliably. You will need to schedule a pick-up by calling 252-946-5778.

The Beaufort Area Transit System (BATS) conveniently drops off students at the main campus at 8:00 a.m. HSE/GED students can ask for the 8:30 a.m. service. Students can get picked up at 12:00 p.m. or 2:00 p.m. They will drop you off at your building and can work with you if you have mobility issues.

If you need transportation from Plymouth/Washington County to the main campus or to the Washington County Center in Roper, schedule a ride with Riverlight Transit at 252-793-4041 ext. 255 or email ShonitaG@wcchs.org. A monthly pass is \$85. This includes rides to and from campus five days a week.

If you need transportation from Hyde County to the main campus or to the Hyde County Davis Center in Engelhard, schedule a ride with Hyde County Transit at 252-926-1637. The hearing impaired may call the Telecommunications Relay Service TDD 1-800-735-2962 or Voice 1-877-735-8262. A round-trip to the main campus will cost you only \$4.

New Student Orientation

Congratulations on your acceptance to Beaufort County Community College! We are excited to invite you on campus this summer to attend new student orientation. Students

who complete orientation gain higher levels of engagement and academic success that lead to graduation.

Register for New Student Orientation

Join us on campus for new student orientation! During orientation, you will meet BCCC staff, learn about student resources to ensure a smooth transition, and receive information to help you succeed at BCCC. New student orientation is offered in person and online. In person orientation sessions are available during the summer.

Online Orientation Option

As a new student, it can be overwhelming to learn how to navigate higher education. To support your success as a college student, Beaufort County Community College also provides an online New Student Orientation option. Online orientation informs new students about essential information concerning academics, finances, and student life.

[New Student Online Orientation](#)

Student Body Diversity (IE)

Information regarding student body is provided on our [Student Achievement webpage](#)

Student Body Information

The link below provides statistical information about student body diversity, financial aid, college operation, and more at Beaufort County Community College. You can also do more research about the college using the National Center for Education Statistics (NCES) data base. The data is provided by BCCC through the college's annual reporting requirement with the federal government.

<https://nces.ed.gov/collegenavigator/?q=beaufort+c...>

The form is available to all **undergraduate students** and all **military students** (regardless of degree level) once you have been accepted and have a package with a cost of attendance and aid for a particular academic year. Students will find their personalist Financing Plan on their Self-Service account.

Completion, Graduation, Transfer, Retention, and Placement Rates (IE)

Beaufort County Community College publishes data on Completion, Graduation, Transfer, Retention, and Placement, ensuring the information is available no later than July 1, prior to students enrolling or being financially obligated to the College.

BCCC has a public and easily accessible Student Achievement Webpage

<https://www.beaufortccc.edu/about/student-achievement>

that provides the most up-to-date data available to students and the public at large. A direct link is embedded within the Student Achievement page to the Integrated Postsecondary Education System (IPEDS).

Reporting Rates to IPEDS (IE)

BCCC fully complies with all Integrated Postsecondary Education System (IPEDS) reporting requirements and makes this information publicly available on our website <https://www.beaufortccc.edu/about/student-achievement>. The BCCC IPEDS Keyholder ensures all data is gathered by assigned units and submits the information in advance of the due date.

Retention, Placement, and Post-Graduate Study (IE)

Beaufort County Community College provides up-to-date IPEDS retention rate data and NCTOWER job placement data on the college website <https://www.beaufortccc.edu/about/student-achievement>. Links are provided to both IPEDS and NCTower so students have access to historical data and further analytics. We are a two-year college so post-graduate study is not applicable.

Drug and Alcohol Abuse Prevention (CARE Team)

Drug and Alcohol Abuse Policy 6.02

Beaufort County Community College (BCCC) is committed to providing its employees and students with a safe and healthy 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. In compliance with federal requirements of the [Drug-Free Schools and Communities Act \(DFSCA\) of 1989](#) and the [Drug-Free Workplace Act of 1988 \(41 U.S.C.A. § 8103\)](#) to have a drug and alcohol abuse prevention program, the College developed a drug and alcohol program for employees and students. Beaufort County Community College also recognizes that it has the legal authority to establish policies addressing drug and alcohol use pursuant to 1C SBCCC 200.94.

1. 1. Drug-Free Workplace Act of 1988 (41 U.S.C.A. § 8103): The purpose of this Act is to require all federal grantees to agree that they will provide drug-free workplaces as a precondition of receiving a contract or grant from a federal agency. BCCC receives federal funding and must comply with this Act.
https://www.samhsa.gov/sites/default/files/programs_campaigns/division_workplace_programs/drug-free-workplace-act-1988.pdf
2. Drug-Free Schools and Communities Act Amendments of 1989: The purpose of this act is to require institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs for faculty, staff, and students. BCCC is an institution of higher education and must comply with this Act.
<https://www.congress.gov/bill/101st-congress/house-bill/3614>

Therefore, Beaufort County Community College has set campus policies with the intent to accomplish the following:

1. prevent substance abuse through a strong educational effort;
2. encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping substance abuse; and
3. discipline appropriately those members of the academic community who engage in illegal drug or alcohol related behaviors

Prohibitions

Illegal use or possession of controlled substances is prohibited by students, employees, and visitors:

1. on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
2. at College-sponsored, conferences, meetings, activities, cultural events, trips or activities representing the College.

3. Use of alcohol is prohibited by employees, and visitors except as outlined in the provisions of the Facility Use Policy:
4. on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
5. Use of alcohol is prohibited by students:
6. on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
7. at College-sponsored conferences, meetings, activities, cultural events, or trips.

The College will adopt and implement a drug and alcohol prevention program that, at a minimum, includes an annual distribution to each student and employee of the campus that clearly discusses the following:

1. The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities.
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illegal drugs and alcohol.
3. A description of the health-risks associated with the use of illegal drugs and the abuse of alcohol.
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by (1) above.

The College will perform a biennial review of the institution's drug and alcohol abuse program at each campus that:

1. Determines the program's effectiveness and any needed changes,
2. Determines the number of drug and alcohol related violations and fatalities,
3. Identifies the number and type of sanctions imposed, and
4. Ensures that the sanctions are consistently enforced.

Data and methods used to support conclusions contained in review must be maintained and available upon request.

The Connecting Area Resources to Everyone (CARE) Team is responsible for the development and implementation of the Drug and Alcohol Program. The CARE team is a supportive service available to all students enrolled at the college who may need resources and intervention in order to successfully complete their academic goals. As such, the team will strongly encourage members of the campus community to report any students who have demonstrated suspicious behaviors that indicate a student may be struggling with, alcohol and/or drug use. The CARE team will review and assess the

information and provide students with the necessary support, referrals, and treatment options as appropriate.

Educational Efforts to Prevent Substance Abuse

In keeping with its primary mission of education, BCCC will conduct an educational program aimed at preventing substance abuse and illegal drug or alcohol use.

Educational efforts shall be directed toward all staff, faculty, and students and will include:

1. information about the incompatibility of the use or sale of illegal substances with the goals of BCCC;
2. the health hazards associated with illegal drug or alcohol use;
3. the incompatibility of substance abuse with the maximum achievement of educational, career, and other personal goals;
4. the medical implications and health risks associated with illegal drug use and substance abuse; and
5. the potential legal consequences of involvement with illegal drugs or alcohol.

Drug and Alcohol Programs for Students and Employees

BCCC encourages employees and students to seek help overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact the Counseling Department for assistance regarding counseling and treatment referral services. Employees may contact the Human Resources Office for assistance and referral services.

Programs for Students on Campus

1. BCCC will display information and resource guides regarding drug and alcohol referrals and resources in on the campus monitors.
2. The Counseling Department will provide literature for students with informational brochures from area non-profits and other centers. Information will include resources for alcohol and substance abuse.
3. 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.
4. All students will receive the following information each semester via email:
5. The College's philosophy on providing an environment free of drug and alcohol abuse
6. Educational efforts to prevent drug and alcohol abuse
7. Counseling and rehabilitation services for drug and alcohol abuse
8. The College's policies and procedures on drug and alcohol abuse and possible disciplinary consequences
9. Common types of drugs in society
10. Information is available through the counseling staff in Student Services for community services to which students may be referred for assistance with drug and alcohol addictions.

Programs for Employees

1. Assistance with drug and alcohol abuse and prevention for College employees will be handled through the Human Resources Department and the Employee Assistance Program.
2. Annual notification will be distributed to all current employees via BCCC employee email accounts. Distribution will occur in August of each year. In addition, new employees will be provided with a copy of the program during or immediately following their new employee orientation.
3. Annual mandatory training will be provided for all full-time, part-time regular and adjunct curriculum instructors on a Drug Free Workplace. The training will cover the effects of substance abuse, signs of substance abuse and a description of the health risks and symptoms of commonly abused drugs.

Counseling and Rehabilitation Services to Prevent Substance Abuse

Those faculty, staff, or students who seek assistance with a substance abuse related problem shall be provided with information about drug counseling and rehabilitation services available through BCCC and community organizations. Those who voluntarily avail themselves of College services shall be assured that applicable professional standards of confidentiality will be observed.

1. Student Alcohol and Drug Treatment. For students who may experience an alcohol or substance abuse problem while enrolled at the College, a substance abuse counseling program is available. Students may call the Student Services Counseling Office at (252) 940-6252 for services and referrals.
2. Employee Alcohol and Drug Treatment. For employees who may experience an alcohol or substance abuse problem while employed at the College, the College's Employee Assistance Program (EAP) is available. Employees may call the Department of Human Resources at (252) 940-6204 for more information regarding the EAP.

Resources for Students and Employees

Misuse of drugs and alcohol often come with legal, personal, and academic consequences. BCCC will encourage students and employees to utilize treatment services and referral resources to address alcohol and drug use. If a student or employee has questions, needs counseling, treatment or rehabilitation programs, the College provides the following support services:

Resources for Students

Student alcohol and drug abuse referrals will be sent to the Director of Counseling for an initial assessment. Access to appropriate mental health/substance abuse resources will be shared with the student. Assistance in contacting Mobile Crisis or other providers, to discuss further clinical evaluations and interventions, will be provided to students who choose this option. College staff will follow up with students to provide ongoing support as needed.

The BCCC Counseling Resources page, provides a Resource Directory that includes information on substance abuse/prevention.

Resources for Employees

BCCC will encourage the identification and treatment of alcohol and chemical dependency in its preliminary stages before work is affected. The College has retained the services of an Employee Assistance Program (EAP) to assist employees who request help with substance abuse.

Employees afflicted by substance dependence may be eligible for leave under the Family and Medical Leave Act and should consult with the Human Resources Department for more information regarding these benefits.

Local Resources

When appropriate, students and employees are referred to off-campus treatment providers, which include the following:

- | | |
|---|----------------|
| 1. NC Drug Abuse Hotline | 1-800-688-4232 |
| 2. Treatment Referral Routing Services
(4357) | 1-800-662-HELP |
| 3. Mobile Crisis | 1-866-437-1821 |
| 4. Walter B. Jones Alcohol & Substance Abuse Treatment | 252-830-3426 |
| 5. Alcoholism/Drug Abuse Alcoholics Anonymous (AA) | 252-947-5317 |
| 6. Port Human Services DETOX Facility-Based Crisis Services | 252-413-1637 |
| 7. The Family Wellness Center 1035 C Director Court
Greenville, North Carolina 27858 | 252-215-9011 |

National Resources

1. National Alcohol and Drug Abuse Help Line 1-800-821-4357
2. Alcohol Abuse 24 Hour Hotline 1-800-950-7226
3. [Department of Drug Enforcement: Drug Fact Sheets](#)
4. [Narcotics Anonymous](#)
5. [National Institute on Alcohol Abuse and Alcoholism](#)
6. [National Institute on Drug Abuse \(NIDA\)](#)
7. [NIDA's Principles of Drug Addiction Treatment](#)

Drug and Alcohol Health Risk Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. [A complete resource guide provided by the U.S. Department of Justice, Drug Enforcement Administration can be obtained by following this link.](#)

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence and increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion,

hallucinations, and convulsions. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

Narcotics

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for physical and psychological dependence and increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

Other Depressants

Other depressants (including GHB or liquid ecstasy, valium, Xanax, Ambien, and barbiturates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and elevated risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, prolonged periods of sleep, irritability, depression, and disorientation.

Hallucinogens

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, except for phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical

dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

Anabolic Steroids

Anabolic Steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

Inhalants

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Warning Signs of Drug and/or Alcohol Abuse

According to the [Mayo Clinic](#), some common behavior changes you may notice if someone is abusing drugs and alcohol are:

1. Sudden or extreme change in friends, eating habits, sleeping patterns, physical appearance, coordination, or school performance
2. Loss of interest in hobbies or family activities
3. Hostile or uncooperative attitude
4. Secrecy about actions or possessions
5. Stealing money or an unexplained need for money
6. Medicine containers, despite a lack of illness, or drug paraphernalia in the individual's room
7. An unusual chemical or medicine smell on the individual or in the individual's room

Additional Information on Health Risks Associated with Substance Abuse:

1. <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
2. <https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body>
3. <https://www.cdc.gov/pwid/addiction.html>
4. <https://archives.drugabuse.gov/publications/media-guide/science-drug-use-addiction-basics>

Enforcement and Penalties Related to Unlawful Drug Possession and Use or Distribution of Illegal Drugs and/or Alcohol

Students, faculty, staff members, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as

“controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any staff, faculty or student who violates that law is subject both to prosecution and punishment by judicial or local authorities and to disciplinary proceedings by the College. It is not “double jeopardy” for both the civil authorities and the College to proceed against and discipline a person for the same specified conduct. The College will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the College.

Penalties will be imposed by the College in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by applicable BCCC policy.

Penalties to be imposed by the College will vary depending upon the nature and seriousness of the offense and may include a range of disciplinary actions, up to and including expulsion from enrollment and discharge from employment. The College may also refer matters to law enforcement for prosecution.

1. For second or other subsequent offenses involving illegal drugs or alcohol, progressively more severe penalties shall be imposed.
2. When considering appropriate sanctions for students found responsible for an offense involving illegal drugs or alcohol, the College will sanction consistent with, and through the procedures outlined in, the Student Code of Conduct.
3. When considering appropriate disciplinary action for employees found responsible for a violation of this policy, the College will consider the relationship between the offense and the employee’s position and job performance, including assessment of the nature and gravity of the offense or conduct, the time that has passed since the offense or conduction and the nature of the job held. The penalties to be imposed by the College may range from written warnings with probationary status to discharge (or other separation) from employment.

A student, faculty, staff member or other employee found to have violated applicable law or College policies concerning illegal drugs or substance abuse may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the president or the president's designee deems appropriate. Refusal or failure to abide by such conditions and restrictions may result in additional disciplinary action, up to and including expulsion from enrollment and discharge (or other separation) from employment.

Suspension. When a student, faculty, staff member, or other employee has been charged by the College with a violation of policies concerning illegal drugs or alcohol, in accordance with the Student Code of Conduct or the policies/regulations that apply to that particular employee, he or she may be suspended from enrollment or removed from work before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the president or, the president’s designee, concludes that the person’s continued presence within the College would constitute a clear and immediate danger to the health or welfare of other members of the College. If such a suspension or removal from work is imposed on an employee, it is with full pay until the time of an

appropriate opportunity to be heard on the alleged charges against the suspended person, which shall be held as promptly as possible thereafter.

Notification by Employees. In the case of employees, under the Drug-Free Workplace Act of 1988, anyone convicted of a criminal drug statute violation shall notify the College no later than five (5) business days after such conviction. The College should commence with appropriate disciplinary action proceedings against such an individual within thirty business (30) days of notice of conviction. Failure to notify the College by employees may result in disciplinary action upon discovery by the College of said conviction.

Federal, State, and Local Laws

Federal Drug and Alcohol Laws:

Federal law imposes restrictions on the possession, distribution, and illegal sale of any controlled substance, and the sale or distribution of drug paraphernalia. Substances are grouped into five categories in order to easily impose restrictions on several Substances at once instead of having to draft laws on each individual substance. The law prohibiting unauthorized possession of any controlled substances is found in 21 USC 844.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance 21 U.S.C. 844 (a)

1st conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both if:

- 1st conviction and the amount of crack possessed exceed 5 grams.
- 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21 U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844 a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Federal Controlled Substances Chart

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance	Penalty	Substance	Penalty
II	Cocaine 500-4999 grams mixture	<u>First Offense:</u> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. <u>Second Offense:</u> Not less than 10	Cocaine 5 kilograms or more mixture	<u>First Offense:</u> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. <u>Second Offense:</u> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. <u>2 or More Prior Offenses:</u> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	

II	Methamphetamine 5-49 grams pure or 50-499 grams mixture	yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Substance/Quantity	Penalty
Any Amount of Other Schedule I & II Substances	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any Amount of Other Schedule III Drugs	<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or severe injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p> <p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

State Drug and Alcohol Laws:

Most students and employees who choose to participate in illegal drug related activities will be prosecuted under North Carolina law. The [North Carolina Controlled Substances Act](#) prohibits possession of any controlled substance, possession with intent to distribute, and trafficking in any controlled substance. North Carolina has its own scheduling system. See the links below to find more in-depth information concerning North Carolina's Controlled Substances Act.

1. https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_90/article_5.html
2. <https://www.alcoholproblemsandsolutions.org/north-carolina-alcohol-laws-aware/>

North Carolina's Controlled Substances Chart

Each drug in North Carolina is categorized in a Schedule. Schedule I drugs are the most serious. To make you aware of the potential penalty for possession or trafficking illegal drugs, North Carolina has a chart to determine mandatory minimums in drug trafficking cases.

Schedule	Substance	First Offense	Second Offense
Schedule I Has a high potential for abuse. It has no medical use. Has a lack of accepted safety.	Heroin Ecstasy GHB Methaqualone Peyote Opiates (and others)	First Offense Class I Felony 4-5 Months	
Schedule II Has a high potential for abuse. It has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.	Cocaine Raw Opium Opium Extracts, Fluid and Powder Codeine Hydrocodone Morphine Methadone Methamphetamine Ritalin (and others)	First Offense Class 1 Misdemeanor 45 Days in Jail	Second Offense Class I Felony 4-5 Months

Schedule III It has potential for abuse, but less than Schedule I or II substances. It has an accepted medical use. Abuse may lead to limited dependence.	Ketamine Anabolic Steroids Some Barbiturates (and others)	First Offense Class 1 Misdemeanor 45 Days in Jail	Second Offense Class I Felony 4-5 Months
Schedule IV Has low potential for abuse. It has an accepted medical use. Abuse may lead to limited dependence.	Valium Xanax Rohypnol Darvon Clonazepam Barbital (and others)	First Offense Class 1 Misdemeanor 45 Days in Jail	Second Offense Class I Felony 4-5 Months
Schedule V It has low potential for abuse. It has an accepted medical use. Abuse may lead to limited dependence.	Over the counter cough medicines with codeine (and others)	First Offense Class 2 Misdemeanor 30 Days in Jail	Second Offense Class 1 Misdemeanor 45 Days in Jail
Schedule VI It has low potential for abuse. It has no accepted medical use. Abuse may lead to limited dependence.	Marijuana Hashish Hashish Oil	First Offense Class 3 Misdemeanor 10 Days in Jail or Suspended Sentence	Second Offense Class 2 Misdemeanor 30 Days in Jail

Illegal Trafficking Penalties:

Marijuana	10 – 49 lbs. 50 – 1,999 lbs. 2,000 – 9,999 lbs. 10,000 lbs. or more	Class H Felony 25 – 30 Months Class G Felony 35 – 42 Months Class F Felony 70 – 84 Months Class D Felony 175 – 219 Months	\$5,000 Fine \$25,000 Fine \$50,000 Fine \$200,000 Fine
Heroin	4 – 13 grams 14 – 27 grams 28 grams or more	Class F Felony 70 – 84 Months Class E Felony 90 – 117 Months Class C Felony 225 – 279 Months	\$50,000 Fine \$100,000 Fine \$250,000 Fine
Cocaine	28 – 199 grams 200 – 399 grams 400 grams or more	Class G Felony 35 – 42 Months Class F Felony 70 – 87 Months Class D Felony 175 – 219 Months	\$50,000 Fine \$100,000 Fine \$250,000 Fine
Metham-phetamines	28 – 199 grams 200 – 399 grams 400 grams or more	Class F Felony 70 – 84 Months Class E Felony 90 – 117 Months Class C Felony 225 – 279 Months	\$50,000 Fine \$100,000 Fine \$250,000 Fine

More in depth information concerning penalties is available in [N.C.G.S. 90-95 Page 1 § 90-95. Violations.](#)

Local Drug and Alcohol Laws

Local drug and alcohol laws follow state laws.

Drug and Alcohol Testing of Employees

Any drug/alcohol screening is conducted in an approved laboratory identified by the College and in accordance with the NC Controlled Substance Examination Regulation Act. All drug/alcohol screens must be approved by, and coordinated through, the Human Resources Department. Drug and/or alcohol testing may occur under the following circumstances:

Post-Offer, Pre-employment Testing: Pre-employment drug screens are required for employees in certain safety-sensitive positions and/or positions requiring a valid operator's license. Pre-employment drug testing is also required in College programs where such screening is a requirement for placement at clinicals or other sites. Before employment with the College commences, these particular applicants who have been given a conditional offer of employment may be required to satisfactorily complete a drug test pursuant to the College's guidelines. In the event an applicant's test results are positive, the applicant will not be considered further for employment with the College, the application will be terminated and such applicant shall have no further rights or privileges under this procedure or otherwise with the College.

Post-Accident/Unsafe Activity Testing: If an employee's impairment could have been a factor in causing the accident or unsafe activity, the College may require the employee to submit to a drug and/or alcohol test after any work-related accident. If the employee is too seriously injured to provide a sample and/or specimen, authorization must be provided for the College to obtain and review hospital records or other documents that would indicate whether there were any prohibited drugs or alcohol in the employee's system at the time of the accident or unsafe activity. The College will treat any such records as confidential medical records. If testing is required under this policy, post-accident/unsafe activity testing should be conducted as soon as possible after an accident or unsafe activity, generally within 32 hours in the case of drug testing, and within 8 hours in the case of alcohol testing. An employee must not use alcohol following an accident or unsafe activity for which a post-accident/unsafe activity alcohol test is required until the alcohol test has been conducted.

Reasonable Suspicion/For Cause Testing: If the College has a reasonable suspicion that an employee is in violation of the 6-15 Drug Free Workplace Policy, the employee may be required to submit to drug and/or alcohol testing immediately upon request by his or her supervisor or any other member of management. The decision to test an employee should be based on specific and contemporaneous observations concerning the appearance, behavior, or body odor of the employee, or performance indicators of probable prohibited drug use and/or alcohol misuse. This may include involvement in any unusual circumstance that merits further investigation, violence, conduct exhibiting less than total consciousness or self-control, difficulty in performing normal tasks and other behavior for which there appears to be no explanation. The supervisor or other College administrator will arrange for transportation of the employee to an approved testing facility. The employee will not be allowed to drive and will be escorted to the testing facility.

Return to Duty After Testing

An employee who is tested will not be allowed to return to duty if the drug or alcohol test result is positive. The employee will be instructed to make arrangements to be transported home.

Notice and Consent

Prior to drug or alcohol testing conducted under this policy, the individual will be required to sign a written consent form, which will authorize the test to be performed and the urine sample or other sample or specimen to be collected, and will authorize the sample/specimen to be analyzed and the results of the analysis to be communicated to the College, any designated representative of the College and any medical review officer retained by the College. Any applicant who refuses to sign the consent form or to submit to a drug test will not be considered further for employment with the College. Any current employee who refuses to sign the consent form or to submit to a drug or alcohol test will be subject to disciplinary action up to and including an unpaid suspension or immediate dismissal.

Specimen Collection and Testing Procedures

Drug Testing: The College's independent collection facility will collect specimens under reasonable and sanitary conditions, in a manner reasonably calculated to prevent substitution of samples or specimens and interference with the collection, examination or screening of samples or specimens. Individual dignity and privacy will be preserved to the extent practicable.

1. An initial screening test will be conducted. If the initial screening test is positive, the same sample or specimen will be retested using a confirmation test that complies with applicable law. All confirmation tests will be performed by a laboratory approved under the North Carolina Controlled Substance Examination Act (the "CSERA"). The results of the confirmation test will take precedence over the results of the initial screening test, meaning that the results of the confirmation test must be positive before the test will be considered positive. Confirmed positive test results may be reviewed by a medical review officer retained by the College for verification. The College will be responsible for the cost of the test.
2. An applicant or employee who fails to provide an adequate sample or specimen for testing without a genuine inability to provide the sample or specimen (as determined by a medical evaluation), or who engages in conduct that obstructs the testing process, will be considered to have refused to submit to the test. Adulterated or otherwise unreadable samples or specimens, or samples or specimens that clearly are not authentic, also will be considered as evidence of an applicant's or employee's failure to cooperate with the College and its administration of this policy. If a satisfactory explanation is provided, a new drug test may be performed at the College's discretion. If a satisfactory explanation is not provided, an applicant will not be considered further for employment with the College, and his or her application will be terminated, and an employee will be subject to disciplinary action, up to and including an unpaid suspension or

immediate

dismissal.

3. An applicant or employee whose test is confirmed positive may request a retest of the original specimen sample by the same or another approved laboratory at his or her expense. The individual must request release of the specimen in writing to the original laboratory within 90 days of the laboratory's notification to the College of a confirmed positive test result, specifying the approved laboratory to which the sample is to be sent. Any applicant or employee requesting a retest will be responsible for all reasonable expenses for chain of custody procedures, shipping and retesting of confirmed positive specimens related to his or her request.

Alcohol Testing: Alcohol tests will be conducted by qualified individuals. The College may utilize an independent medical facility as an alcohol testing site or may permit a law enforcement officer who is competent to administer an alcohol test to conduct the alcohol test. Any designated alcohol testing site will provide for as much privacy as feasible during the testing process.

An employee who refuses to provide a breath sample, saliva sample, or other sample or specimen, who fails to provide an adequate sample or specimen for testing without a valid medical explanation, or who engages in conduct that obstructs the testing process, will be considered to have refused to submit to the test. If a satisfactory explanation is not provided, an employee will be subject to disciplinary action, up to and including an unpaid suspension or immediate dismissal.

Notification of Results

Upon completion of the requisite procedures at the collection site and at the discretion of Human Resources, the employee may be permitted to resume his or her normal work duties, as is safe and practical, until the College receives the test results. If the test results are negative, the employee will be permitted to return to work without any loss of pay.

An individual who undergoes a drug or alcohol test conducted pursuant to this policy will be notified by the College of the results of any such test if the results are confirmed positive. The College will treat all information relating to an individual's testing as a confidential medical record accessible only to management with a need to know.

Screening and test results will be confidential with disclosure of results provided only to approved Human Resources personnel and those with a need to know. Screening and test results will be maintained separate from other personnel records.

Consequences of Violations

Any applicant who refuses to submit to a drug or alcohol test, has a confirmed positive result in any drug or alcohol test, or otherwise violates this policy will not be considered further for employment with the College, and his or her application will be terminated.

An employee will be immediately dismissed under any of the following circumstances:

1. When he or she refuses to sign a consent and release forms prior to being tested;
2. When he or she refuses to take a drug or alcohol test; or
3. When he or she interferes with the testing process or refuses to cooperate.
4. When the medical review officer advises the College that any employee drug or alcohol test results are verified positive, the following will occur:
5. For the first test in which the employee tests positive, the employee may be given the opportunity to enroll in a drug or alcohol rehabilitation program approved by the College. The expense for such program is the responsibility of the employee. Any employee who refuses to enroll in a program or who fails to successfully complete the program will be dismissed.
 - a. An employee whose job involves a safety-sensitive function may not be allowed to continue working in that job, during the initial drug or alcohol rehabilitation period. The College will use its best efforts to reassign the employee to a no-risk job; however, the College cannot guarantee a job will be available or that the employee will qualify for such job. If there is no available job, the employee must take accumulated leave or leave without pay.
 - b. Once the officials of the drug or alcohol rehabilitation program determine that the employee has successfully completed the program and certifies this to the College, the employee may return to work without any loss of benefits, except for salary if he or she was required to take leave without pay.
6. For the second test in which an employee tests positive, the employee will be dismissed from employment and will be classified as ineligible for re-employment.

Responsibilities Under This Policy

The Connecting Area Recourses to Everyone (CARE) Team is responsible for the development and implementation of the Drug and Alcohol Program.

All employees and students shall be responsible for abiding by the provisions of this policy. In the case of employees, adherence with the provisions of the policy shall be a condition of employment. Students and Employees are encouraged to report suspected substance abuse to BCCC CARE Team at (252) 940-6252.

Pursuant to the authority vested by the President, the Vice President of Student Services is responsible for overseeing all educational programs for students and the Vice President of Administrative Services is responsible for overseeing all educational programs for employees relating to this policy. The President will render an annual report to the Board of Trustees on the effectiveness of this policy.

Dissemination of This Policy

A copy of this policy shall be distributed annually to each student and employee and to all new employees at the beginning of their employment or new students at the time start of their first academic semester enrolled at BCCC. The policy shall be printed in the College catalogues and other materials prepared for all enrolled and prospective students and materials distributed to faculty and staff.

Drug-Free Workplace Policy 6.15

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action up to and including termination. The specifics of this policy are as follows:

- Any employee of the College who manufactures, sells, gives, or in any way transfers a controlled substance to another person or possesses a controlled substance with intent to distribute the same while on the job or on College premises (including off-campus or extension classrooms or work areas) will be subject to termination from employment.
- Any employee of the College who possesses or uses a controlled substance while on the job or on College premises (including off-campus or extension classrooms or work areas) will be subject to disciplinary action up to and including termination from employment.
- The term "Controlled Substance" means any drug listed in 21 U.S.C. Subsection 8-12 and other Federal regulations. Generally, these drugs have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "Prescription Drugs" sold, transferred, used, or possessed other than pursuant to a physician's prescription.
- Each employee of the College is required by the Drug-Free Workplace Act of 1988 to inform the College within five (5) days after conviction of violation of any Federal or State criminal drug statute. A conviction means a finding of guilt, including a plea of nolo contendere (or the imposition of a sentence by a Judge or jury in any Federal or State court).
- The Office of the President must notify any United States Government Agency making a grant pursuant to which a program is offered by the College and on account of which compensation is directly or indirectly paid to an employee convicted of violation of a Federal or State criminal drug statute, within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- As a condition of continued employment pursuant to any Federal grant, Federal law requires all employees of the College to abide by this policy, and it requires that the President of the College certify that this policy is in effect and will be enforced by the College.
- The College will implement and enforce this policy, and in furtherance hereof will provide information and/or counseling to any employees experiencing drug-related problems, and otherwise aggressively pursue a drug-free workplace awareness program.
- It will be grounds for immediate termination if an employee fails to abide by the terms of this policy.

The Connecting Area Resources to Everyone (CARE) Team will be responsible for the design and implementation of programs to provide information for students and employees related to drug and alcohol abuse. Student services will also provide

counseling and referral services for students needing assistance. Human Resources and the Employee Assistance Program will provide information and referrals for employees needing assistance with addictions to drugs and alcohol.

Drug and Alcohol Abuse Prevention Notification Procedure 6.1501

Per 34 CFR 86.100(a) and (b) under Section 120 of the Higher Education Act, an Institution of Higher Education must adopt and implement a drug and alcohol abuse prevention program and conduct a Biennial review of that program. The following procedures are applicable to ensure compliance with Beaufort County Community College Policy (BCCC) 6.02. The Connecting Area Resources to Everyone (CARE) Team is the official committee that is responsible for compliance, audit requirements, and communication with students, employees, and other agencies.

Drug Abuse Prevention Materials and Notification

Per 34 CFR 86.100(a) requires, at a minimum, the annual distribution to each student and employee of the campus that clearly discusses:

- The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities.
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health-risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by above.

Notification requirements

To ensure compliance, The CARE Team shall prepare and send an email notification that meets the requirements as outlined above at the beginning of each semester. If links are included in the email notifications, ensure they are as precise as possible. For example, if a link is included to the campus' Student Service webpage, ensure it is a link that takes the reader directly to the page that discusses drug and alcohol counseling or treatment programs offered. Also, if a link is included to the campus' catalog, ensure the notification includes a reference to the exact page or section where drugs and alcohol are discussed, etc.

This information should also be incorporated into the following areas to ensure optimum coverage and dissemination:

- New Student Orientation

- New Student Orientation Online for Late Start Students
- New Employee Onboarding

Reporting Requirements

The CARE Team is responsible for preparing and disseminating the required notifications to ensure compliance and maintaining the following documentation.

- A copy of the original emails with their content to ensure requirements were met showing when and who they were sent. (Please note: If separate emails are sent to students, faculty and staff, copies of each email must be maintained)
- If links are used in the notification, a document with a screenshot highlighting the location of the required information of each link used must be documented.

Notification Deadlines

The deadline for submitting notifications to the students and employees for the drug and alcohol abuse program are as follows:

- September 20th (or the first business day thereafter): This is the deadline for submitting the drug and alcohol abuse prevention program notifications for the Fall Semester.
- February 28th (or the first business day thereafter): This is the deadline for submitting the drug and alcohol abuse prevention program notifications for the Spring Semester.

Biennial Review

Per 34 CFR 86.100(b), 86.103(a) an Institution of Higher Education must perform and make available the results of a biennial review of the institution's drug and alcohol abuse prevention program that:

- Determines the program's effectiveness and any needed changes,
- Determines the number of drug and alcohol related violations and fatalities,
- Identifies the number and type of sanctions imposed, and
- Ensures that the sanctions are consistently enforced.

Data and methods used to support conclusions contained in review must be maintained and available upon request.

The CARE Team must document data and methods used to support the conclusions reached in their review. They must develop data sources to support the review independent of other required reporting. Other required reporting and sources may supplement data or conclusions but should not be relied upon as the primary source of data (i.e. Clery Report).

Upon completion of the biennial review by August 1st, the CARE Team must distribute the report to students and employees by September 1st.

Information About Athletics (SS)

BCCC does not have organized athletic programs but intermural sports are allowed.

Textbook Information

[Follett](#) posts verified textbook pricing information for both required and recommended materials for all classes, to include online classes, on their website.

Contact Information

Advising Center

Any student can call 252-940-6353, email advising@beaufortccc.edu, or visit the [Centralized Advising Center](#) to identify their advisor.

Admissions Office

Please contact the Admissions Office at 252-940-6237 or via email at admissions@beaufortccc.edu

Building 9

Financial Aid Office

You can also visit the Financial Aid Office in person, email at finaid@beaufortccc.edu, or call 252-940-6222 with questions.

Building 9

Student Life

Please contact Student Life at 252-940-6217 or via email at anita.purser@beaufortccc.edu

Building 9 Office 917

BCCC Police Department

Officers On-Duty (252) 943-8721

Chief of Police (252) 940-6499

Building 10

BCCC Foundation

Executive Director of the Foundation at 252-940-6326

Building 1, Room 106A

Human Resources

Human Resources Office at (252) 940-6404

Building 1, Room 114

Accessibility Services

Please contact Alex Shreve at 252-940-6313 or via email at

Alex.Shreve@beaufortccc.edu

Building 9

Counseling Services

Please Contact Kim Jackson by emailing kimberly.jackson@beaufortccc.edu or by calling 252-940-6252
Building 9

Student Support Services

Please Contact Dorothy Jordan at 252-940-6287 or via email at Dorothy.Jordan@BeaufortCCC.edu
Building 9, Room 921

Learning Enhancement Center

Please contact James Casey at 252-940-6338 or via email at james.casey@beaufortccc.edu
Building 3

BCCC Louise R. Lester Library

Please contact the Library at 252-940-6282 or via email at library@beaufortccc.edu
Building 5

BCCC Bookstore

Please contact the Bookstore at 252-940-6260 or via email at beaufortccc@bkstr.com